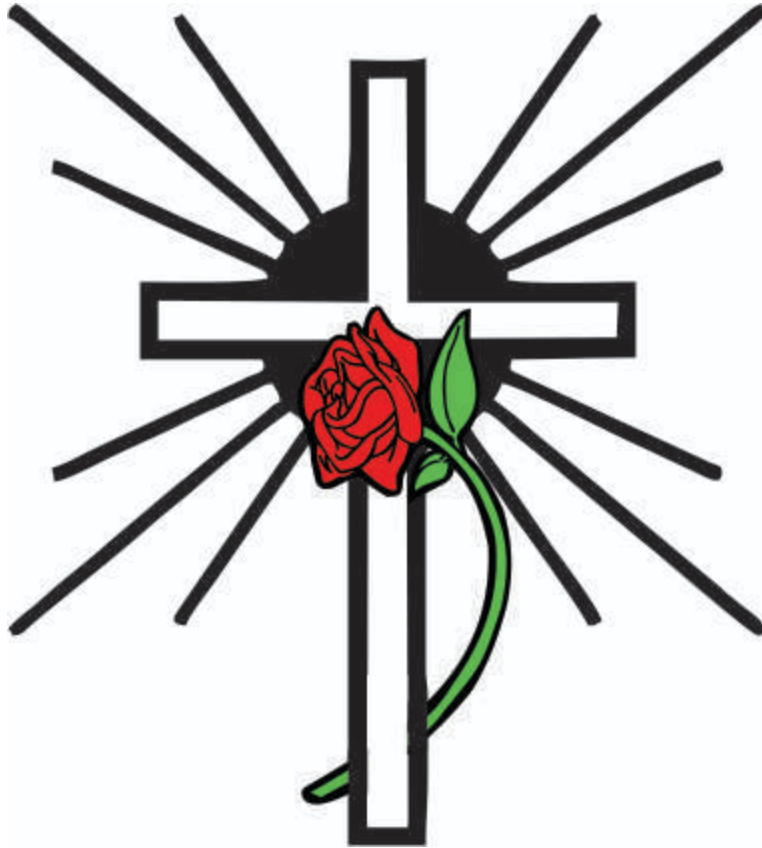


# SAINT ROSE OF LIMA CATHOLIC SCHOOL



## PARENT/STUDENT HANDBOOK 2021-2022

401 Monroe St.  
Monroeville, IN 46773

Phone: (260) 623-3447

email: [SRSOffice@StRoseMonroeville.org](mailto:SRSOffice@StRoseMonroeville.org)

Website: [www.StRoseMonroeville.org/school](http://www.StRoseMonroeville.org/school)

## **Prayer of St. Rose of Lima**

Help me to remember what is really important;  
that I am Your child, You are my Father.  
You love me for who I am and How I live,  
not what I look like or what I own.  
Let me praise You Who sees into my heart,  
Who is always with me, and Who eases my suffering.  
Amen

## **FORT WAYNE-SOUTH BEND**

### **DIOCESE**

Bishop - The Most Reverend Kevin Rhoades

Superintendent: Joseph Brettnacher, Ph.D

Associate Superintendent: Jeff Keefer

Associate Superintendent:

### **HASA COMMITTEE**

President - Jami O'Shaughnessey

Vice President - Rachel Jones

Secretary - Bobbi Elston

Treasury - Samantha Minnick

HASA Members:

Tiffany Bacon

Melissa Harris

### **SCHOOL STAFF**

Pastor - Father Micaial Lobo

Principal - Mr. Travis Heckber

Secretary - Mrs. Kelli Zelt

School Nurse -

Cafeteria Manager - Mrs. Elizabeth Copeland

Cafeteria Assistant - Mrs. Jan O'Shaughnessey

Librarian - Ms. Janine Schrader

After-school care -

Custodian - Matthew Martin

### **ATHLETIC BOARD**

Ava Meyer

Tessa Roussey

Theresa Renninger

Jarod Feasby

### **MEMBERSHIPS**

National Catholic Educational Association

Indiana Non-Public Educational Association

Allen County Non-Public School Association

AdvancED / North Central Association

### **TEACHERS**

Pre-school - Mrs. Julie Bunting

Kindergarten - Mrs. Jessica Sharp

Grade 1 - Miss Elisse Huss

Grade 2 - Mrs. Chana Drew

Grades 3/4 - Mrs. Anne Sliger

Grades - 5/6/7 - Miss Catherine

Carroll & Mrs. Starr Harless

### **SCHOOL BOARD**

Pastor - Father Micaial Lobo

Principal - Mr. Travis Heckber

Board Chair - Melissa Harris

Vice Chair -

Secretary -

Board Members:

Brandi Biberstine

Carl Sheehan

### **Notes**

- This Parent/Student Handbook and other diocesan policies are subject to review and interpretation by the school and/or diocesan administrations. Circumstances may arise which are not addressed in this handbook. In those cases, the school administration has the right to develop and impose the necessary rules and regulations.
- The term, "parent," includes legal guardians.

### **PRINCIPAL'S RIGHT TO AMEND A HANDBOOK**

- The principal retains the right to amend the handbook for just cause. If changes are made, parents will be notified as soon as possible.

## **MISSION STATEMENT**

St. Rose of Lima Catholic School community, a vital part of the St. Rose Catholic parish, is dedicated to educating each child spiritually, intellectually, emotionally, and physically to help them attain academic excellence and the ultimate eternal reward of Heaven.

## **VISION STATEMENT OF SAINT ROSE OF LIMA CATHOLIC SCHOOL**

We build Saints and Academic Excellence

### **St. Rose of Lima School believes that to build saints' and to achieve academic excellence:**

- We must be an evangelizing, educational community; therefore, we are called to proclaim the Gospel message, build faith communities, celebrate through prayer and worship, and serve others, especially those in need.
- We must also be members of a larger church community whose role is to proclaim the Gospel message and celebrate through prayer, worship and service. It is an expression of the Catholic Church's teachings based on Scripture, traditions, and sacramental life.
- Each member of the school community is called to develop a personal relationship with Jesus Christ.
- We must support parents, who are the primary educators of their children, and we will assist them in educating their children in the teachings and practices of their faith.
- We must provide an atmosphere that is permeated by the Gospel spirit of love which recognizes self-discipline and personal responsibility and affirms the dignity of all persons.
- We are called to provide Christ-like role models who reinforce the teachings of Christ and the Catholic faith.
- We must foster the intellectual development of faculty and students.
- We must be committed to the principle that all children can learn because we believe that each child is uniquely created in God's image.

### **Parent Commitments**

To put our beliefs into practice, I, as a parent, make these commitments:

- I will place a high priority on my role as parent and primary educator of my children.
- I will ensure that my child(ren) lives a faith-filled life by modeling my own commitment to private prayer, public worship, and service to others.
- I will model Christ-like behavior in all my relationships.
- I will support a rigorous religious and academic program, which challenges my child(ren) to grow and learn.
- I will support our pastor, principal, teachers, and school board and spread the good news of the school.
- I will support the discipline policies of the school and their consistent enforcement for all students.
- I will communicate concerns directly to the responsible person and be open to discussing and working collaboratively for improvement.
- I will always ask myself "What would Jesus do?" when faced with difficult decisions.

## **TEACHER IDEAL**

Saint Rose of Lima Catholic School seeks teachers, whose lives express a Christian approach to learning and living, offering the children the opportunity to witness religious truth and values integrated into their daily lives. The teachers at Saint Rose of Lima Catholic School are degreed, licensed and qualified to teach the children in their care.

## **PRINCIPAL-TEACHER RIGHTS**

School authorities have the right to establish and enforce rules of conduct in order to maintain a proper atmosphere for learning. School regulations are designed to control behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. The school reserves the right to inspect all school and/or personal property at any time it is deemed necessary. All parents and students attending Saint Rose of Lima Catholic School will respect and follow the guidelines established by the administration.

## **STUDENT RIGHTS**

Students will be dealt with fairly, with an adequate opportunity to present their version of a situation. Each student has the right:

- to an education
- to an atmosphere conducive to learning
- to fair treatment
- to the consideration and concern of teachers and fellow students

## **PARENTS AS PARTNERS**

As partners in the educational process at Saint Rose of Lima Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Get to bed early on school nights.
- Arrives at school on time and is picked up on time at the end of the day.
- Is dressed according to the school dress code.
- Completes assignments on time.
- Has lunch money or sack lunch every day.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school by phone or email when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.

- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers and administrators with respect and courtesy in discussing student problems.

## **PARENT'S ROLE IN EDUCATION**

We, at Saint Rose of Lima Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Rose of Lima Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Rose of Lima Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us embrace this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **ACCREDITATION**

Saint Rose of Lima Catholic School is accredited through Advanced Ed and the State of Indiana.

## **ADMISSIONS POLICY (P5140)**

Saint Rose of Lima School encourages the enrollment of all interested students without regard to color, race, gender, or national origin, and will reasonably accommodate the disabled in its educational program in collaboration with its LEA (Local Educational Agency)

### **Existing Students**

Existing students are required to register during the Early Registration period for the next academic year.

1. An existing student will be refused enrollment if a parent/guardian has not fulfilled the following obligations:
  - a. No outstanding financial debt from the current and any previous academic years.
  - b. All textbook and fees are paid in full at registration or prior to the new academic year unless otherwise approved in writing by the principal.
  - c. Tuition for the new academic year is either paid in full or up to date in FACTS. This necessitates a conversation with the Principal and Pastor.
2. The student's classification for the benefit of parish sponsorship will be evaluated each year in the spring. Refer to the Parish Sponsorship section for more information.

### **Potential Students**

1. Admissions into the school will be based on the priority established in the Waiting List policy.
2. Parishioners of Saint Rose of Lima Catholic Church who are interested in receiving the benefit of parish sponsorship must meet the requirements outlined in the Parish Sponsorship section.

### **Parish Sponsorship**

While the pastor, in consultation with the principal, will make the final determination of parish sponsorship, Saint Rose of Lima parish is pleased to provide the benefit of parish sponsorship to admitted school families who meet the guidelines below:

#### **Existing Parish Families**

1. At least one Catholic parent or guardian is registered at Saint Rose of Lima Catholic Church. Parish sponsorship will not be approved for families with dual membership with other churches for the purpose of receiving parish subsidy at Saint Rose of Lima Catholic School.
2. Family must attend Mass on Saturday evening or Sunday each week.



## **New Parish Families without Former Parish**

New parish families, who have not been active at another parish, will be eligible for parish sponsorship after the first year; therefore, during the first year, non-parishioner tuition is charged. In order to receive parish sponsorship the second year, the following requirements must be met during the first year of membership:

1. At least one Catholic parent or guardian is registered at Saint Rose of Lima Catholic Church. Parish sponsorship will not be approved for families with dual membership with other churches for the purpose of receiving parish subsidy at Saint Rose of Lima Catholic School.
2. Family must attend Mass on Saturday evening or Sunday each week.

## **Waiting List Policy**

Saint Rose of Lima Catholic School offers a Waiting List when enrollment demands exceed the maximum number allowed per grade. A new waiting list is established each year.

## **FINANCIAL RESPONSIBILITIES**

Registration fee for Pre-K-8 is \$15.00. This is per student.

Saint Rose of Lima Catholic School has an established tuition program to be administered by the administration in accordance with the procedure and fee schedule instituted by the School Board. For information on tuition assistance, contact the school office.

If a child withdraws from school before the conclusion of the year, the family tuition costs will be returned on a prorated basis. All other fees and registration fees are nonrefundable.

Student fees are \$435 per student for students K-8. This includes a book fee of \$200, a technology fee of \$200, and a diocesan student insurance fee of \$35.

## **Parishioner Tuition Rate for 2021-2022**

1st student                                      \$3325 + fees

2nd student                                      \$3300 + fees

3rd student                                      \$3275 + fees

Non-parishioner tuition is \$6100 per student. Tuition is collected through the FACTS Tuition Company. Payments are automatically withdrawn from either a checking or a savings account. Credit card payments are also available through FACTS. Tuition can be withdrawn the following ways: twice a year, 10 months, or 12 months. Parents can also pay in full for tuition at the August registration. Financial assistance is available for active St. Rose of Lima parishioners. Please call the school office about information about tuition assistance.

## **Preschool Tuition and Fees**

Registration for Preschool is \$50.00 and is due at registration. This is a non-refundable fee. The annual cost for our Preschool program includes tuition and activity fees. Tuition for the 2021-2022 school year is as follows:

### **3 Year Old Program**

	<b><u>2 Days (Tues. &amp; Thurs.)</u></b>	<b><u>3 Days (Mon., Wed., &amp; Fri.)</u></b>	<b><u>5 Days</u></b>
<b><u>Full Day</u></b>	125.00 per month for 10 months (\$17.36 per day)	175.00 per month for 10 months (\$16.20 per day)	250.00 per month for 10 months (\$13.89 per day)
<b><u>Half Day</u></b>	95.00 per month for 10 months (\$13.19 per day)	130.00 per month for 10 months (\$12.04 per day)	160.00 per month for 10 months (\$8.89 per day)

### **4 & 5 Year Old Program**

	<b><u>2 Days (Tues. &amp; Thurs.)</u></b>	<b><u>3 Days (Mon., Wed., &amp; Fri.)</u></b>	<b><u>5 Days</u></b>
<b><u>Full Day</u></b>	160.00 per month for 10 months (\$22.22 per day)	210.00 per month for 10 months (\$19.44 per day)	300.00 per month for 10 months (\$16.67 per day)
<b><u>Half Day</u></b>	100.00 per month for 10 months (\$13.89 per day)	140.00 per month for 10 months (\$12.96 per day)	200.00 per month for 10 months (\$11.11 per day)

Materials/Curriculum fees: \$50  
Insurance: \$15 per child

Tuition is collected through the FACTS Tuition Company. Payments are automatically withdrawn from either a checking or a savings account. Credit card payments are also available through FACTS. Tuition can be withdrawn the following ways: twice a year, 10 months, or 12 months. Parents can also pay in full for Preschool at the August registration. There are no scholarships available for Preschool. Please contact the office if you need to make other arrangements.

## **ACCESS TO OFFICIAL STUDENT RECORDS**

Since the passage in 1975 of the Buckley Amendment, or Family Educational Rights and Privacy Act, parents have the right to access their children's academic records. If a parent wishes to review a record he/she must make the request in writing and give it to the principal 24 hours before the time of the scheduled appointment. (Diocesan Policy 4170)

## **ACCIDENTS**

Accidents of any nature which may require completion of insurance forms must be reported to the office as soon as possible. Otherwise, the school will have difficulty verifying the claim. All students have diocesan insurance, while at school, which is paid through their book bill. It should be noted that according to the policy of the diocese, the parents' insurance is the primary pay in case of an accident at school. If a child receives more than a minor injury at school, parents will be notified by phone as soon as possible

## **ATTENDANCE (P4040)**

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons: First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student that misses a day of school misses a day of education that cannot be retrieved in its entirety.

If your child will be absent for the day or tardy because of an appointment, parents are required to call school between 7:30-8:00 AM. Excessive tardies interfere with the child's learning instruction and can result in further disciplinary actions. A student is tardy if he/she arrives later than the time designated for the beginning of the morning and/or afternoon sessions. Students are not marked tardy if riding on a bus that is late. Saint Rose of Lima Catholic School follows the Diocesan policy for Irregular/Unexcused Student Attendance.

1. After a student is absent for 10 days per school year, the administration may make contact with the student's parent/guardian. The date and content of this contact shall be documented.
2. After a student is absent over twelve (12) days per school year, a conference with the teacher and/or administrator may be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
3. After a student is absent over fifteen (15) days per school year, a referral may be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the YMCA Status Offender Court Alternative Program (SOCAP).

**In addition, for every four (4) unexcused tardies a student receives, this is equivalent to one-half (1/2) day absence.** A tardy for a medical reason is considered an excused tardy.

The administration may request a doctor's note if there is excessive absenteeism. Notes are to be presented to the homeroom teacher immediately upon the student's return. The notes are then sent to the office.

Excessive absences affect the child's learning instruction. As far as possible, appointments for dentists or doctors should be outside school hours. When this is not possible a note, e-mail, or phone call stating the reason for leaving and the time a child needs to leave can be given to the office and teacher. No child will be excused from school during the day without a written or personal request from a parent or guardian. The school reserves the right to deny early or special dismissal to anyone other than the parent or guardian. If a student becomes ill during the school day, he/she will be sent to the office, at which time it will be determined if the parent/guardian needs to be contacted.

**When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint Rose of Lima Catholic School students. You may also leave a message by calling the school at 624-3447 or send an email to [srsoffice@strosemonroeville.org](mailto:srsoffice@strosemonroeville.org). Parents must call before 9:00 A.M. to request make up work so it will be available by 2:35. Parents may request that the homework be picked up by siblings to take home.

## **PROCEDURE at St. Rose of Lima School**

1. When a child returns to school after a non-Covid absence or after being tardy, a note defining the illness or absence, signed by the parent/guardian and dated is required. These notes are kept on file in the office.
2. A student who will be leaving during the school hours for doctor, dentist, or other such appointments needs to present to the teacher a note from the parent/guardian stating such. Parent or person picking up the student must ring the buzzer outside door 5. The office staff will then notify the student to come to the office. This procedure is to insure the student's safety. If the student returns to school during the same day, he/she will be signed back into the school by the office staff. Students who are away from school for an appointment for 3 ½ hours or more will be counted absent for ½ day.
3. Whenever students are absent due to illness, they will receive their assignments as prearranged or upon returning to school. Assignments must be completed. Teachers will determine the make-up period.

## **ABSENCE AND TARDINESS**

### **Absences Counted as Present**

1. Serving as page in the General Assembly
2. Serving at the polls on Election Day. (Grades 6-8)
3. Court appearances documented by a probation officer or an officer of the court.
4. Religious observances or instruction
5. Homebound instruction
6. Placement in a hospital or other juvenile facility providing instruction
7. Doctor or dental appointment not exceeding two hours, verified by a physician or dentist
8. Field trips, with approval from the principal

### **Excused Absences**

1. Personal illness. The principal may request a doctor's or dentist's note
2. Serious illness in the immediate family (those living at home)
3. Death in the family
4. Head lice or other parasitic disorder, five day (or no later than 24 hours following physician treatment)
5. The child lacks the proper immunizations (one day only)

### **Unexcused Absences**

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence when more than 5 consecutive days of absence have occurred
3. Family vacations
4. Absences other than those defined as excused or absences counted as present

**Note: By law the school is not authorized to approve absences for reasons such as travel or vacation trips (P4040).**

**Any absences other than for illness or an emergency is considered a planned absence and is not recognized as an excused absence. If a planned absence is necessary, parents must document in writing the dates the child will be absent and submit copies to the office and homeroom teacher no less than five (5) school days prior to the absence.**

### **Tardy**

***All students arriving after 7:45 without a proper excuse will be considered tardy.***

**Excused Tardies are defined as:**

- The student is absent due to circumstances beyond their control, such as car trouble.
- The student is absent due to medical or legal appointments and provides a proper written excuse when returning to school.

**Unexcused Tardies are defined as:**

- Any reason not covered under Excused Tardies.
- All unexcused tardies will be recorded on the permanent record.

### **Tardy Policy**

You are tardy if you arrive later than the time designated for the beginning of the morning and/or afternoon sessions. You must stop in the office before going to your homeroom. If you are tardy five times in one quarter, you will receive an after school detention.

1. Students are tardy if they arrive after the time designated for the beginning of the morning session (7:45 a.m. for all students in grades K-8).
2. Students are tardy if they arrive later than the time designated for the beginning of the afternoon session (this varies by grade level).
3. Students who are tardy due to circumstances out of their control (car trouble, traffic accidents, flat tires, etc.) are tardy, but it is an excused tardy.
4. Students who are tardy due to circumstances such as oversleeping or just running last, are tardy, but it is an unexcused tardy.

### **Truancy Procedures**

Truancy exists when a student is absent from school or class without knowledge or consent of the parent/guardian. Such absence is subject to disciplinary action. The school is not obligated to allow make up of assigned work in the case of truancy.

1. One offense results in a one day in-school-suspension
2. A second offense results in the student serving a three day in-school suspension
3. Any subsequent offense may result in referral to the juvenile authorities in accordance with state law and/or possible expulsion. (P4040)

## **ADMINISTERING OF MEDICATION**

Medications which are necessary to maintain the student in school during the school day shall be

administered. Medications should be given at home whenever possible. A student will not have any medicine, prescribed or over-the-counter, in his/her possession during the school day or at school functions unless prescribed otherwise by the doctor with the medication forms completed by the doctor and parent. Such medications include Tylenol, cold medications, cough drops, eye drops, etc. By law, these medications must be administered in the clinic by properly trained school personnel with proper authorization and a completed Medication Administration Permit. All medications must be in their original container bearing the pharmacy label with instructions clearly visible and the student's name affixed and should be brought to the school nurse by the parent or guardian. A written consent must be on file in the clinic. Refer to the Administration of Medication Policy.

**Forms are available at the school office.**

Students who violate this rule will be subject to the disciplinary process.

Homeopathic Products, in concert with the National School Nurse Association Guidelines, will not be dispensed without a doctor's order. These may include herbs, vitamins, and other products. Medications will be released only to the student's parent or guardian or to an individual who is at least 18 years of age and designated by the student's parent/guardian to receive the medications. Contact the school nurse for medication transport concerns. The parent/guardian is responsible at the end of the treatment regimen for removing the unused medication from school. All unclaimed medications will be discarded after the last day of school.

## **ATTENDANCE IN RELIGION PROGRAM**

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions (Diocesan Policy 4060)

## **AWARDS**

### **Spirit of St. Rose of Lima**

#### **Grades K through 8: One student per grade level.**

\*The Student exemplifies the spirit of the mission of St. Rose of Lima Catholic School

Criteria:

- ❖ Spirit of reverence
- ❖ Academic effort
- ❖ Appropriate conduct
- ❖ Respect for others
- ❖ Integrity
- ❖ Evidence of service (willingness to help)
- ❖ Exhibits leadership

This award will be given out at an all-school Mass at the end of the school year.

The following awards are given to students who meet one or both criteria listed for the awards:

*St. John Paul II Award for Academic Achievement in Religion (K-8)*  
*St. Cecilia Award for Achievement in Music (K-8)*  
*St. Albert the Great Award for Achievement in Science (1-8)*  
*St. Thomas More Award for Achievement in Social Studies (1-8)*  
*St. Thomas Aquinas Award for Achievement in Math (1-8)*  
*St. Paul Award for Achievement in Language Arts (1-8)*  
*St. Francis de Sales for Achievement in Reading (1-8)*  
*St. Sebastian Award for Achievement in Physical Education (K-8)*  
*St. Catherine of Bologna Award for Achievement in Art (K-8)*  
*St. Isidore of Seville Award for Achievement in Computer (K-8)*

Criteria:

- ❖ Displays effort and cooperation in class
- ❖ Academic Achievement (A and O)

## **BULLYING AND CYBERBULLYING**

Saint Rose of Lima Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online, face detention, suspension, and/or expulsion.

## **BULLYING POLICY AND PROCEDURE**

Saint Rose of Lima Catholic School is committed to providing a safe, positive, productive, and Catholic/Christian environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward anyone (student, teacher, staff, and third parties) is strictly prohibited and will not be tolerated. This behavior includes physical, verbal, social, and psychological abuse. According to Indiana Law, Bullying is overt, unwanted, repeated acts or gestures, including: verbal or written communications or images transmitted in any manner (including digitally or electronically, physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Bullying is engaging in any activity that disrupts a person's ability to learn and work, and our school's ability to educate students in accordance with our mission and vision. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds; when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or school activity; using property or equipment provided by the school; or if the situation regardless of physical location disrupts the school learning and safety environment in anyway.

Every student is encouraged, and every staff member is required, to report any situation that they

believe to be bullying behavior directed toward a student. All reports will be handled confidentially. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. On-going training for faculty and staff will be provided to encourage a safe environment for all at Saint Rose of Lima Catholic School.

## **Preventative Measures**

### **Student Instruction/Awareness**

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the living and teachings of Christ and other instructional programs that Saint Rose of Lima Catholic School teachers will utilize throughout the year. With the support of staff and parents, students at Saint Rose of Lima Catholic School will do the following things to help prevent bullying:

- Refuse to let others be bullied and speak up if they see bullying
- Reach out to students that are being bullied and be a friend by using mentors and faculty
- Include all students that want to be involved in activities
- 7th & 8th grade students will participate in Theology of the Body program
- 7th & 8th grade students learn positive social interaction through Leadership activities through the year
- Report bullying and all inappropriate activity to an adult

### **Staff Awareness/Action**

School personnel shall receive in-service training on our anti-bullying policy to ensure a consistent approach is adopted on a school-wide basis. Staff at Saint Rose of Lima Catholic School will do the following to prevent bullying and help children feel safe at school:

- Closely supervise children in all areas of the school
- Watch for signs of bullying and stop it when it happens
- Respond quickly and assess safety, affirm student's feelings, ask questions, and act by coaching the student on what to do in the future.
- Finally, let the student know that you will be making a report and offer support.
- School administration requires all staff members who observe, or become aware of an act of bullying to follow these steps:

### **Student/Parent Action**

- Saint Rose of Lima Catholic School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to faculty, staff, and school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

### **Complaint/Investigative Procedure**

- All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School



faculty and staff are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

### **Interventions/Consequences**

- Reports of bullying are taken seriously and will be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Student should be advised that intentionally falsifying a report of bullying will result in disciplinary action. Interventions may include but are not limited to the following:
  - Major/Minor Referral
  - Mediation
  - Loss of privilege(s)
  - Parent conference
  - Suspension
  - Expulsion
  - Referral to local law enforcement agency

### **BICYCLES**

If a child rides a bike to school, s/he is to park it and leave it until dismissal. No riding of a bike is permitted during school hours. Whenever arriving and departing, the child is not to ride the bicycle on the playground; s/he is to walk the bike to and from the designated parking area.

### **BUS**

East Allen County School System schedules all bus transportation. All bus drivers are an extension of the school. Students are expected to be obedient and respectful toward them. Students are subject to the code of conduct set by EACS. Children will be denied the privilege of bus service if they do not conform to these regulations.

Students who participate in sports at the local public high school may ride the shuttle buses to the activities. A written request by the parent needs to be submitted to our school office for principal approval.

The following has been taken from the EACS School Bus Driver's Handbook:

***"A student may ride only on an assigned bus. A student may not ride a bus for non-school related activities such as scouts, baby-sitting, visiting friends, shopping, etc." School Bus Safety Requirements on the Transportation of Equipment (e.g. musical instrument): Whenever a school bus or special purpose bus is transporting passengers, musical instruments and other large objects may only be brought on the bus if all items will fit on the student's lap and does not extend above the top of the seat backs or into the aisle. For safety reasons, no item may be placed on the floor, in a seat by itself, in an aisle, or behind the last seat. The use of the storage compartments in some EACS buses on a regular route is not appropriate since the driver would have to get off the bus while students are on it to load or unload the equipment.***

## **CANCELLATIONS AND DELAY**

Saint Rose of Lima Catholic School will remain open as much as possible and provide each of our students with a sound educational program. It may become necessary to cancel school or delay its starting time because of inclement weather which may pose a health, and/or, safety factor for our students traveling to school.

**All Saint Rose of Lima Catholic School delays and cancellations will be listed separately from EACS. We will be reporting to Wane TV(15) along with Indiana news center (21 and 33). If you wish to receive a text alert for closings and delays you will want to sign up on wane.com.**

**A REMIND message will go out to all parents.**

**We are listed as St. Rose Catholic School-Monroeville.**

If you see that EACS has delayed or canceled, be on the lookout for St. Rose to do the same. This will not always be the case as EACS is a large school corporation. Listen to your local radio/TV stations for school cancellations or delays. On very rare occasions, school may be dismissed early if inclement weather develops during the school day. The student should have an alternate plan so that he/she will be prepared as to where he/she should go if it is somewhere other than home. When school is canceled, all activities and practices may also be canceled.

## **CHILD ABUSE REPORTING**

***"It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the dioceses' various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy."***

## **COMMUNICATION**

All newsletters, school and lunch calendars, and other information from the office will be sent electronically via Smore and Remind. For those families that do not have email addresses, the newsletter will be given to the oldest or youngest (at parent's request) child in each family. Parents will be notified by phone or note in case of academic or behavior problems in school.

### **Teacher Communication**

Teachers may be phoned at school at 623-3447 between 7:20-7:30 AM. The school does not give out teachers' home phone numbers. It is recommended that a parent wishing to meet with a teacher arrange an appointment for the convenience of both. Parents should seek to resolve difficulties with a teacher *before approaching the administrator*. The administrator may be asked by either the parent or teacher to attend a conference. The principal welcomes parents' requests for conferences. As far as possible these should be scheduled ahead of time. The principal and teachers will respond to each

concern. Parents may communicate their concern by email, letter, phone call, or conference. Parents will receive a copy of teacher email addresses at the beginning of the year. We encourage parents to use the email addresses. We take each concern seriously and will follow-up. **Parents are not to go to a classroom during regular school hours 7:35 AM. - 2:40 PM., without seeking approval from the administrator or school secretary first.** This does not apply to parents working as regularly scheduled teacher helpers. **All visitors and volunteers must sign in at the school office.**

## **CRISIS PLAN AND EMERGENCY DRILLS**

Saint Rose of Lima Catholic School has a crisis plan in case of emergencies. The crisis plan covers all emergencies, such as fire, tornado, and safety alert drills. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an evacuation drill, the building will be evacuated to the Monroeville Park Pavilion. State Law requires that fire drills be held monthly. During the fire drills, students will follow specific guidelines. Tornado drills are held periodically as well as safety alert drills.

## **DIRECTORY INFORMATION SHEET**

An emergency information sheet for each child is kept in the school office. In case of change of address or telephone number, please notify the school office promptly.

## **DISCIPLINE AND STUDENT BEHAVIORAL EXPECTATIONS**

Based upon the principles of THE LEADER IN ME; Self-discipline, respect for others, and cheerful cooperation are considered basic behaviors for St. Rose School students. Students are expected to be honorable, charitable and responsible, so that a positive learning environment will exist for St. Rose School. The faculty of St. Rose School employs positive reinforcement to encourage cooperative student behavior and productive study habits. The school administration and faculty seek to promote the best interests of each student and the entire school community, and we will work with the students and parents toward the goal of helping students to grow and develop into self-disciplined, respectful, young Christians.

Teachers will set the classroom rules and behavioral expectations for each class. These rules and expectations are posted and explained as well as the consequences (positive and negative). Teachers will handle all normal discipline problems that occur in their classrooms. They will communicate with parents concerning problems so that they can work together to correct them. Teachers will notify the principal of any serious offense.

If any student interferes with the right of the faculty to teach, interferes with the right of other students to learn, demonstrates disregard for established rules of conduct, or in any other way undermines the respect due to others, the student is subject to disciplinary action. The disciplinary action is dependent upon the exact nature of the individual violation.

## **Code Violations and Procedures**

### **General Behavioral Expectations**

1. Student behavior will allow "teachers to teach and the students to learn"  
*Behavior that disrupts teaching and learning will not be allowed*
2. Students will respect one another's personal space  
*Fighting (intentionally hurting others) will not be allowed*  
*Play fighting is not allowed*
3. Students will use respectful language and actions  
*Disrespectful or inappropriate language will not be allowed*
4. Students will respect the property of others  
*Vandalism and theft will not be allowed*

### **DISCIPLINE POLICIES AND PROCEDURES**

St. Rose has developed and will use a discipline team approach to address discipline behaviors that affect the school community or that are determined to be justified by the severity of the behavior. Members of the Disciplinary Review Board may include, but are not limited to: Principal, Pastor, Teachers, or Classroom assistants who are not directly connected to the disciplinary event.

### **INTERVENTION/CONSEQUENCES FOR MISBEHAVIOR**

**Children will be responsible and accountable for their behavior and will experience the consequences for inappropriate behavior. Typical consequences/interventions used by staff to address and intervene in student misbehavior include:**

- kind and firm verbal reprimand
- time in a "time out" area
- loss of privilege
- phone call/ note to parent
- removal from the group
- parent/student conference
- after school detention
- other appropriate action
- assistance from administrator

### **PROCEDURES FOR ISSUING WARNINGS, MINOR, & MAJOR**

#### **REFERRALS**

Warnings may be given first, before issuing a Minor referral. This is done at the discretion of the teacher and the situation.

#### **Warnings**

- Warnings include but not limited Inappropriate Behavior/Possible Bullying such as:
  - Name calling
  - Teasing

- Making Fun of Others/Mocking
- Irritating Others
- Excluding Others
- Spreading Rumors
- Threatening/Intimidating
- Taking Property
- Destroying Property
- Pushing/Shoving/Grabbing
- Poking/Tripping/Kicking

### **Non-behavioral**

- Non-behavioral Minors include but are not limited to:
  - Dress code violations
  - Gum/candy,
  - Being unprepared for class
  - Tardy to class
  - Forgotten agenda
  - Forgotten device
  - Battery on device is not charged
- 5 non-behavioral minors result in a detention.
  - Detentions will be served at teacher convenience.
- After the detention, the non-behavioral minors reset back to zero.
- The number will also reset if no non-behavioral minors are received within 8 weeks from the most recent non-behavioral minor.
  - It does not reset at the end of the quarter
  - Multiple detentions due to non-behavioral minors will result in contacting the parent and/or a conference.

### **Behavioral Minors**

- Behavioral Minors include but are not limited to:
  - Leaving room w/o permission
  - Inappropriate language
  - Unauthorized toys/devices
  - Inappropriate behavior in:
    - Hallway
    - Classroom
    - Playground
    - Church/chapel
    - Restroom
    - Cafeteria
    - special
  - Bullying
  - Misuse of technology
- Every 4 behavioral minors result in a detention or subsequent consequence.
  - Behavioral minors reset after 12 weeks.
  - This consequence will depend on how many other Major referrals have been received at the time of the 4th behavioral minor

## **Major Referrals**

- Major Referrals include but are not limited to:
  - Disobedience
  - Defiance/Disrespect
  - Habitual disruptive behavior
  - Bullying, type: \_\_\_\_\_
  - Abuse:
    - Physical
    - Verbal
    - Emotional
  - Damage of Property
  - Stealing
  - Cheating
    - Copying Homework
    - Falsely Identifying Paper
    - Test-Major Assignment
    - Project-Essay-Research
  - Truancy/Unauthorized Leaving of School
  - Sexual Harassment
  - Cell Phone/Electronic Device
  - Inappropriate use of technology
- All Major referrals will result in a detention or more serious consequence
  - First Major = Detention
  - Second Major within 8 weeks = Friday Detention and parent contact
  - Third Major within 8 weeks of the second major = Extended Friday Detention and parent conference with teachers
  - Fourth Major within 8 weeks of the third major = ISS & Conference with Mr. Heckber & parents
    - May result in Disciplinary Probation and/or a Behavioral Plan
  - Fifth Major within 8 weeks of the fourth major = Multiple days ISS & Conference with Mr. Heckber & parents
    - May result in Disciplinary Probation and/or a Behavioral Plan
  - Additional Majors may result in OSS and/or expulsion.
    - Other appropriate consequences as determined by the principal
- All referrals will be sent home with students to be signed and returned to the office. Referrals will also be emailed to parents and when necessary, a more detailed description will be added. Phone calls may also be made in certain circumstances.

## **DETENTION PROCEDURE**

A detention may be used for misbehavior or academic irresponsibility. A teacher or principal may assign after-school detention. This is the procedure should a detention be assigned: Parents must sign the referral form and return it to school the next day. Refusal by a parent to sign the form when a detention is assigned will not excuse the student from serving it. Failure to serve the detention on the assigned day without a written parental excuse will result in the detention being doubled. Sports practices, games, club meetings, etc. are not acceptable reasons for deferring a detention. Repeated

detentions are cause for suspension or other disciplinary action to be decided by the principal.

1. Students in grades 1-4 will serve a 30-minute detention after school from 2:45-3:15 P.M.
2. Students in grades 5-8 will serve a 1 hour detention after school from 2:45-3:45 P.M.
3. Teachers will supervise students during detention. Students will be given community service or academic work.
4. Students must be picked up promptly or the student will be escorted to After Care and parents will be charged a fee.

### **In-school Suspension (ISS)**

1. An ISS will be given by the principal at the principal's discretion.
2. On the second ISS a conference is scheduled with parents, student and principal. The student may be referred to the Disciplinary Review Board at this time.
3. Students who receive an ISS will not be eligible to participate in any extra-curricular activities for one week from the date of the ISS referral.
4. Students who receive an ISS will be required to complete all work assigned to their classes the day of the ISS.

### **Grounds for Suspension or Expulsion of Students (P4520)**

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
  - A. On school grounds;
  - B. Off school grounds at a school activity, function, or event;
  - C. Traveling to or from school or a school activity, function, or event;
  - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.
- II. The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530. This listing is not intended to be exhaustive of all types of conduct:
  - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
  - B. Using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purpose or urging other students to engage in such conduct.
  - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
  - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
  - E. Threatening or intimidating any individual for whatever purpose.
  - F. Violation of the diocese's Gun-Free School Policy.
  - G. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  - H. Engaging in the unlawful selling of a controlled substance or engaging in criminal law

violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.

- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

### **Disciplinary Review for Students (Suspension or Expulsion) (P4530)**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong;
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

### **BEHAVIORS WITH SPECIFIC CONSEQUENCES**

The following behaviors have more specific consequences because of the seriousness of their nature and their opposition to the teachings of the Catholic Christian Faith.

#### **CHEATING/ACADEMIC DISHONESTY**

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage by dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, copying from another student, plagiarism and all other forms of academic dishonesty. Consequences may include:

- A zero on the graded assignment, quiz, test, project, paper, etc. on which the cheating occurred. The parent will be called by the student in the teachers' presence.
- A detention or in school suspension may be given to any student cheating.
- Repeated offenses may result in the student being asked to withdraw or student expulsion as determined by the discipline team.



## **PORNOGRAPHY**

Students are prohibited from possessing or generating material or accessing material via computer or other electronic device or any print or audio material that is lewd, suggestive or pornographic in nature. Students may be subject to discipline procedures if they forward to other students such material that fits this category, and it is brought to the attention of the school administrator.

Consequences may include:

- A parent meeting including the support of a priest
- A one day in-school suspension and/or other form of community service
- Technology removal or restrictions
- A student may be asked to withdraw or student expulsion as determined by the discipline team

## **DANGEROUS WEAPONS AND/OR OBJECTS: (Gun Free Schools P 4560)**

Students are prohibited from bringing a "firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to, or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school." This penalty supersedes any penalty which may be attributed by a local school discipline policy.

## **DRUGS AND ALCOHOL SUBSTANCE ABUSE: (P4570)**

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs or alcohol) is a disease and not a manifestation of character weakness. This school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

## **ALCOHOL POLICY (SR 1706)**

The use or possession of alcoholic beverages when students are present is prohibited (a) on school premises and (b) before and after any school-sponsored or school sponsored student field trips or extracurricular activity away from school premises. Exceptions may be granted on a case-by-case basis by the principal and/or pastor

## **TOBACCO - POSSESSION, SALE, USE, DISTRIBUTING, PROVIDING TO OTHERS (P5430)**

**All facilities buildings (which are enclosed) kindergarten, elementary and/or secondary education or library where services are being provided to children shall be smoke free. No one whether an administrator, employee, a student, or a visitor is allowed to smoke in these buildings while such services are provided to children.**

The use of or possession of, sale of, or distribution of, or providing any tobacco products or vaping products on school grounds during school hours or at school functions is prohibited. (Tobacco is an illegal substance in regard to minors).

1. **First offense** results in the student calling the parent in the presence of the teacher. The student will serve a one-day in-school suspension. Civil authorities will be notified that a minor is in possession of an illegal substance.
2. **Second offense** requires a meeting as soon as possible after the offense with the discipline team, the parents and the student. The student will serve a two day in-school/out-of-school suspension as determined by the discipline team. Civil authorities will be notified that a minor is in possession of an illegal substance.
3. **Third offense** will result in expulsion

### **STUDENT LOCKER AND VEHICLE SEARCHES (P4590)**

**"All students who enroll in a diocesan school must consent to the search of their person and personal belongings, locker, school desks, vehicles, etc. at any time and for any reason consistent with diocesan policy."**

Computer network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistently with acceptable uses as outlined in Diocesan Policy (P4620).

### **STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT (P4450)**

"When a student is accused of a non-school related criminal act, the school shall follow diocesan policy."

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proved guilty or admits guilt through the civil law process,

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil process. In this case, the wishes of the student and/or parents will be considered but the final decision regarding removal is the principal's, after consultation with the Pastor and/or Superintendent of Schools. Should such removal be deemed necessary, a program of home study will be developed and implemented for the student.

### **FAILURE OR REFUSAL OF PARENTS TO PARTICIPATE IN DISCIPLINARY PROCEEDINGS: (P4420)**

**The failure or refusal of parents to participate in diocesan or school discipline proceedings concerning their student's improper behavior, if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be**

**referred by the building level administrator to Child Protective Services.**

Recommended: April 12, 2012

Diocesan School Board

Ratified: November 16, 2012

Diocesan Bishop

## **DRESS CODE**

The purpose of the dress code is to help the student differentiate between the classroom environment and the social environment. A dress code promotes good behavior, modesty, and a healthy attitude regarding appearance and clothing. Adhering to the dress code is affordable for all families. The community is given a positive image of the students and the school, as the students' appearance is a reflection of the standards we have and values we teach.

Meeting the dress code requirements is the responsibility of all students and their parents. The teachers are encouraged to enforce it and to handle violations as a discipline problem

### **PANTS**

- Color
  - Khaki (tan)
  - Navy blue
  - Black
- Style
  - No flair-legged/bell bottom
  - Natural waistline
  - Capri for girls
  - No cargo, no extra pockets on sides
  - NO TIGHT FITTING PANTS... Dress code committee will have the final decision on the appropriate fit.
  - No extra embroidery/decorations
- Material
  - Cotton/polyester
  - No denim
  - No nylon
- **Shirts must be tucked in at all times**

### **SHORTS SKORTS/SCOOTERS**

(May be worn from the opening day of school through the end of the first grading period and after spring break until the end of the school year)

- Color
  - Khaki (tan)
  - Navy blue
  - Black
- Style
  - Natural waistline
  - Carpenter
  - No cargo, no extra pockets on sides
  - Modest length: no more than 3-4 inches above the knee

- Material
  - Cotton/polyester
  - No denim
- **Shirts must be tucked in at all times**

## **SHIRTS**

(Purchased through school office with St. Rose of Lima School logo on left shoulder)

- Color
  - White
  - Forest Green
  - Red
  - Black
  - Light Blue
  - Navy
- Style
  - Polo
  - Long or short-sleeved
- **Shirts must be tucked in at all times**
- Buttoned except for the top button
- If wearing a t-shirt (whether short-sleeved or long-sleeved) under the uniform shirt, the t-shirt must be either white, navy blue, or forest green.

## **SWEATSHIRTS**

(Purchased through school office with St. Rose of Lima School logo on left shoulder)

- Color
  - Heather gray
- Worn over a uniform shirt with shirt collar visible
- No hooded sweatshirts are allowed to be worn inside the building

## **SWEATERS**

- Cardigan style with no hoods
- Color
  - Navy blue
  - White
  - Forest green

## **GENERAL**

- Clothing
  - Neat and clean with no frays
  - All clothing needs to be marked with the student's name.
- Hair
  - Neat and clean
  - No extreme hairstyles
  - No unnatural streaked, highlighted, or dyed hair

- Girls
  - Hair styled as not to cover eyes
  - Long bangs are to be held back with a headband, barrettes, pins, clips, etc.
- Boys
  - No longer than shirt collar or below eyebrows
  - No facial hair or sideburns
  - No extreme hairstyles: ie. Mohawks or razor cuts
- Footwear
  - For the health and safety of the student...Socks or hose must be worn at all times.
  - Shoelaces must be tied.
  - *Shoes must have closed heels and toes.*
  - *No sandals, clogs, crocs, or slippers (outdoor boots can be worn to and from school during the winter months)*
  - Flat or small (1" or less) heel
- Jewelry
  - Safe and not distracting
  - Earrings: Girls only: stud-back earrings smaller than the earlobe, no hoops
- No facial make-up
- Logos
  - No public school logos on any attire worn at school

## **PE CLOTHES**

- Solid colored T-shirts and/or sweatshirts
- Sweatpants
  - No lettering (small brand logos are permissible)
  - NO tight/fitting yoga pants or leggings
- Shorts
  - Nothing shorter than 4" above the knee)
  - No spandex or tight-fitting shorts
  - Solid color
  - No lettering (small brand logos are permissible)
- St. Rose of Lima School T-shirts
- No public school logos
- Gym shoes and socks required.
  - ***All students are to have a separate pair of gym shoes for gym class.***

No dress code can possibly cover all eventualities or possibilities. It should be understood that the administration and dress code committee will ultimately decide what is acceptable and what is not acceptable.

## **DROP OFF AND PICK-UP PROCEDURES**

### **St. Rose of Lima Catholic School A.M. ARRIVAL: Procedures for Drop-off**

St. Rose of Lima follows specific procedures for drop off in the morning and pick up of students in

the afternoon. All students are dropped off at Door 6 and pick up in the afternoon is also at Door 5.

**Front entrance.**

Please be aware of and follow the directions of all staff/faculty that are directing traffic in the parking lot. They are doing their best to ensure that vehicles move quickly and easily, but most importantly, the safety of all students and parents.

**At drop off** please have students ready to exit the car immediately upon arrival at the curb side. This will help the process move more smoothly for everyone.

Children should always exit the car on the **CURB SIDE ONLY**. For their own safety, **NEVER** allow your children to exit the car on the parking lot side. Parents/drivers should stay in their cars while in the car drop off line, and should not get out of the car to open the door for children. This process takes more time and disrupts the flow of vehicles. If your children have trouble opening the door by themselves, need extra assistance with car seats, book bags, etc. or you would like to spend more time dropping them off, please park your car in the lot and walk your child in or pull up past the front entrance and walk your child up to the door.

Please be patient in the car line and **NEVER** drive around and pass the other cars in the line. This is important for the safety of all the children, especially the walkers in the parking lot. Please be aware of others in the parking lot and drive safely.

**St. Rose of Lima Catholic School DISMISSAL: Procedures for Pick-up**

The **shuttle** that takes the students to Heritage will depart at 2:40. Students exit from the gym entrance (Door # 7) and are escorted to the bus by a staff member.

**Students walking east** from school are dismissed from Door # 5 once all car riders have been loaded up and the front drive is clear of traffic.

**Car riders** are dismissed from Door #5. All cars must pull all of the way down to the end of the front sidewalk around the curve in a single file line. Doing so will allow several cars to load simultaneously, providing a faster, more efficient dismissal. Cars are to line up along the curb and students should enter their vehicle on the curb side only, for student safety. There will be staff there to guide you. **CARS THAT WILL NOT FIT IN THE SCHOOL LOT ARE TO DRIVE TO THE PARK FRONT CIRCLE ENTRANCE AND FOLLOW ALONG THE DRIVE UNTIL THERE IS ROOM FOR THEM TO MOVE INTO PICK-UP POSITION.**

- ❖ All vehicles will remain parked until dismissal by a St. Rose of Lima staff member.
- ❖ Once students are safely in their vehicle, staff members will dismiss in an orderly fashion.
- ❖ Please be patient and wait for your turn to move. Again, it is for the safety of the students.
- ❖ Once the St. Rose of Lima staff begin dismissing vehicles, all later arriving vehicles will be held in line until it is safe to park.
- ❖ Please be patient and wait your turn to move, again it is for the safety of our students and staff.
- ❖ Do NOT back up while dismissing from the parking lot. This is for the safety of students.
- ❖ If you need to leave early, for planned events, appointments, etc. please call the office to schedule an early pickup time.
- ❖ After all car riders have been picked up Walkers are dismissed from Door # 5 and walk down the front sidewalks.
- ❖ These procedures have been established for the safety and protection of our students. Your cooperation and support are greatly appreciated.

## **EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY**

The following requirements must be met to be eligible for extracurricular activities

1. No "U" or "F" on Report Card or Progress Report
2. "C" average with all subjects academically
3. "N" average in conduct
  - a. extracurricular activities include: all sports, cheerleading, and other clubs and activities created.
  - b. A probation period is defined as two weeks but the final decision is determined by communication between the teacher and principal
  - c. Exceptions may be made at the discretion of principal and/or pastors

Students must be in school at least one-half (minimum of 4 hours) to attend an evening school function and/or ball games

### **Procedure to follow**

Initial probation period is two weeks and will be reviewed every two weeks until requirements are met. If the above requirements are not met on the fourth (4th) quarter report card, the student must sit out the first two (2) weeks in the Fall. However, the student is allowed to practice or participate in any school sponsored activity until the start of the school year then sit out their two weeks, which includes 10 school days.

Teachers will review the fall progress to determine if the student will be eligible to participate in extracurricular activities after the two-week probation period.

If an ineligible progress report is "foreseen" a notice will be sent home to the parents by the teacher. The administration will be responsible for informing the students, parents, and coaches of eligibility status.

Exceptions may be made at the discretion of the principal and/or pastor.

During any in-school suspension (ISS) or out of school suspension (OSS), suspended students may not participate or attend any school sponsored activities.

## **ELECTRONIC DEVICES**

If brought to school, personal electronic devices such as, but not limited to, Cell Phones, iPods, mp3 players, iPads, Smart Watches, CD players, radios, hand-held games are not to be used and are the student's responsibility. If deemed necessary for a child to bring a cell phone to school, s/he must have it powered off and keep it in their backpack during school hours.

## **ELECTRONIC POLICY**

Students are permitted to bring electronics to school and keep them off and in their lockers.

Electronics included in this policy are all types of cell phones, handheld video games, etc.. Students are not permitted to have electronics on their person while on school property during school hours.

**All parents and students will sign the Saint Rose of Lima Catholic School Electronic Policy at the beginning of the school year.**

Saint Rose of Lima Catholic School bears no responsibility for lost or stolen electronic devices. **The inappropriate use of any electronic device could result in disciplinary action against the student.**

### **Acceptable Usage**

1. Digital citizenship violations such as cyber bullying, on-line gossip, and inappropriate language or content on-line will result in disciplinary action. Internet queries containing inappropriate language or content will be investigated by school personnel.
2. Device Home and Lock screen images must be appropriate. Inappropriate images, including those depicting violence, are not permitted.
3. Students will not access apps or websites that allow them to send or receive messages during school hours.
4. Students will not use devices other than what has been directed by the teacher.
5. Photo and Video footage stored on the device is for school purposes only. School storage accounts are the property of St. Rose of Lima school and may be viewed or accessed by school personnel.
6. Students will know it is inappropriate for one student to access another student's device or account without permission

### **Disciplinary Actions**

1. Disciplinary actions are determined by the homeroom teacher and/or administration. Offenses are logged for documentation and parents are notified. Consequences may result in additional restrictions being placed on the device.
2. Offenses that are more serious such as profile removal, cyber-bullying, intentional damage, lewd material or the attempt to obtain inappropriate material, etc. will warrant school administration attention.

### **EMERGENCY CLOSING**

If school is to be closed during the day after school is already in session, a REMIND message will be sent out and bus children will be sent home on the bus. Parents of non-bus riders need to pick up their children. Please instruct your children regarding what they should do if no one is home.

### **EMERGENCY FORMS**

Each child must have an up-to-date emergency form on file in the office. These are distributed at the beginning of the school year. If any changes in the information occur during the school year, parents need to notify the school immediately, **this is critically important to the health and safety of students.**



## **ENROLLMENT (4020)**

### **School Admissions Policy**

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

### **Nondiscrimination Policy**

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and able to reasonably accommodate the disabled in its educational programs.

### **School Entrance Requirements**

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment are also required.

### **Kindergarten Age Requirement**

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

**Note:** A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such

a program was intended to circumvent Indiana law.

### **First Grade Entrance Requirements**

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

### **Children with Exceptional Educational Needs**

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system, which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

### **Students or Prospective Students with Diseases**

Catholic schools shall comply with all applicable state laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian, his/her physician; a

physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- the nature of the risks – how the disease is transmitted;
- the duration of the risk - how long the carrier is infectious;
- the severity of the risk - the potential harm to third parties;
- the probability that disease will be transmitted and will cause varying degrees of harm
- whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

***Ratified: November 28, 2009***

***Diocesan Bishop***

### **ENVIRONMENTAL TOBACCO SMOKE (5430)**

"All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in their buildings, or on the premises while such services are being provided to children."

(NOTE: A local policy may be more restrictive.)

***Ratified: December 1, 2009***

***Diocesan Bishop***

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (P4170)**

"A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours."

***Ratified: November 28, 2009***

***Diocesan Bishop***

### **FIELD TRIPS (P4320)**

School sponsored field trips shall be limited to activities that meet Diocesan policy and applicable

Indiana law by promoting the educational philosophy and goals for the school and facilitate attainment of specific educational objectives in a particular course. Field visits to places of cultural, educational or religious significance broaden and enrich the education of the child. All field trips must have the approval of the principal. A field trip permission form will be sent home before any field trip. This form must be signed by the parent/guardian and returned to the school prior to the trip. No student will be permitted to go without the return of the official field trip permission form or other stipulations made by the teacher. A field trip permission form is in the handbook folder.

Parents are asked to drive for field trips and to assist with supervision of the students. Younger siblings of students are not permitted to go along on a class field trip, even if the parent is a chaperone. The parent/driver/chaperone is to be able to give full attention to the students by supervising the students at all times during the duration of the field trip.

A parent/guardian driving on school-approved field trips must have the proper insurance and liability coverage and a valid driver's license. A copy of both documents must be on file in the school office. All persons in the car must be properly restrained by following the guidelines for car seats, booster seats, and safety belts. The students can only be taken to the destinations stated on the permission slip and no other locations.

## **FIRE, TORNADO, AND CRISIS DRILLS**

Drills are required by the State of Indiana.

**Fire Drills** are held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Wait for confirmation that the alarm is valid.
3. Close doors once the room is evacuated.
4. Walk to the assigned place briskly, in silence.
5. Stand in a line facing the teacher.

A **Tornado Drill** is held each semester. During the tornado drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in a single file line.
3. Sit, face wall, cover head and neck with arms.

A **Lockdown Drill** is held each semester. During lockdown drills, students should follow these regulations.

1. Rise in silence and move to the designated area in the classroom—away from door and view of windows.
2. Follow the directives of the teacher.
3. Listen for information over the PA system and/or the radios.

## **FUNDRAISING PROJECTS**

Understanding that at times there are too many fundraisers we are streamlining the goal of our fundraiser and are limiting them to only a few quality fundraisers per year. All fundraisers will be orchestrated through the office and with Principal approval. Fundraisers are held to support special

school projects. Parents will be notified of the fundraisers and the scheduled dates. Students may only solicit for approved St. Rose of Lima School fundraisers and activities on school premises.

## **SCHOOL INVOLVEMENT**

In case of an elementary school, fundraising is left to the discretion of the principal, in consultation with the parish pastor. The design of the fundraising activities should consider student safety, socioeconomic factors of the parish/school, state guidelines, instructional time, state law, and Diocesan Business Office Guidelines. (P2310)

## **GIFTS AND PARTIES**

Classroom parties are allowed for special occasions. Room parents may assist the classroom teacher with the parties.

Students may bring a treat to celebrate their birthday. **We request that treats be already prepared into individual servings.**

**In classrooms with children that have allergies it is imperative that treats are purchased and the label brought to class so the teacher can determine the safety of this child.**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for birthday parties or other parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## **GRADING SCALES**

### **St. Rose of Lima Grade Scale – Kindergarten**

4	Meets standard with excellence
3	Meets standard with proficiency
2	Is approaching proficiency with standard
1	Is below proficiency with standard
X	Not yet introduced

### **Fort Wayne-South Bend Kindergarten, Grades 1 & 2, Special Area and Tech Lab Grading Scale**

O	Outstanding
S+	Above Satisfactory
S	Satisfactory
S-	Below Satisfactory
U	Unsatisfactory
N	Needs Improvement

## Fort Wayne - South Bend Elementary Grade Scale

A+	97 - 100	B+	87 - 89	C+	77 - 79	D+	67 - 69
A	93 - 96	B	83 - 86	C	76 - 72	D	63 - 66
A-	90 - 92	B-	80 - 82	C-	70 - 72	D-	60 - 62
						F	59 and below

An Incomplete is given when requirements for a grading period are not completed at the time grades are averaged by teachers for the report card. A student receiving an Incomplete for any subject on the report card will have two weeks to complete the required materials. If work is not completed within the required time period, the grade will convert to an F. Incompletes due to absences at report card time that have not been given the required makeup time do not contribute to ineligibility.

## **THE CONDUCT CODE**

The teachers developed a conduct rubric. They use this rubric to calculate conduct for the report cards. We also understand that there is a period of time for younger children to develop 'school behavior and this will be taken into consideration.

### **"O"(Outstanding) in conduct means model behavior**

1. Student demonstrates responsibility in all aspects of school life.
2. Student demonstrates self-control
3. Student is self-motivated
4. Student shows respect towards others.

### **"S"(Satisfactory) in conduct means good behavior**

1. Student demonstrates responsibility in most aspects of school life.
2. Student demonstrates self-control.
3. Student needs occasional verbal reminders.
4. Student is usually motivated.
5. Student shows respect towards others.

### **"N"(Needs Improvement) in conduct means fair behavior**

1. Student's self-control needs attention.
2. Student needs frequent verbal reminders.
3. Student's sense of responsibility needs attention.
4. Student needs to show respect towards others.
5. Student may have received a major referral.

### **"U"(Unsatisfactory) in conduct means poor behavior**

1. Student has little or no self-control.
2. Student is not self-motivated.
3. Student needs constant verbal reminders.
4. Student is not respectful towards others.
5. Student may have received a major referral.

## **HEALTH AND IMMUNIZATION RECORDS**

All students are required to have proof of completed immunizations. These records are maintained by a Registered Nurse from Saint Rose of Lima Catholic School. The law provides for exclusion from school for failure to comply. During the school year, the following screening examinations will be done as part of the health services to the school children by a registered Nurse from our school, and the ACNPSA (Allen County Non-Public School Association) health services.

1. Vision Grades 1, 3, 5, 8
2. Auditory Grades K, 1, 4, 7
3. Heights and Weights Grades K-8

Teachers, parents and principal may refer a child to any of the above-mentioned screenings. Referral letters are sent to parents of those children needing to be seen by a physician. Referral letters need to be returned to the school after the physician has seen the students.

\* Health, immunization, and dental forms required by the state should be completed before the first day of school

## **HOMework**

Homework is an extension of and a necessary part of the curriculum. It is a good educational practice to give students the opportunity to practice new academic skills independently. This helps to build academic confidence and aptitude. It consists of work unfinished in school and provides practice and/or reinforcement for the development of skills. It teaches the child to be disciplined and responsible. Each child is provided with an assignment book in which assignments and special projects are to be recorded. Parents are encouraged to provide a learning atmosphere for their child. In addition, they are asked to monitor the completion of the assigned work to see that all books and materials are brought to school each day.

Work is to be completed neatly and is to reflect the best of the student's ability. St. Rose of Lima School understands that a certain amount of rigor and insistence helps to develop independent, life-long learners. "Rigor is the result of work that challenges students' thinking in new and interesting ways." The child should be able to do the assigned work by him/herself. An exception is made for a child in grades 1 and 2. This child will need the assistance of an older person in reading practice. Ordinarily homework in these grades does not involve written assignments. The practice of math facts should be incorporated into the daily homework routine for grades 1-4.

The school advises that a child do as much extra reading as s/he is able to do. In this way her/his field of experience can be broadened. To develop fluency skills all students should read at least 20-minutes every evening

Completing homework on time and following through at school to "turn-in" the completed work to the teacher are common struggles students face. In order to deter students from late assignments or not turning them in at all, teachers and grade level teams will communicate with parents when work is late or missing.

*No student should have the opportunity to "opt-out" of an assignment by not doing it or choosing to do*

it so poorly they receive a very low grade.

Corrections of graded work may also be sent home and will be given at the discretion of the teacher.

*Students are responsible for taking home all necessary books and materials. Students are discouraged from returning back to school after hours to pick up forgotten materials.*

## **Homework Times**

Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers consider the group and the assignments of other teachers when assigning homework.

Kindergarten	10 minutes
Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grade 5	60 minutes
Grades 6-7-8	90-100 minutes

## **HONOR ROLL AND IMPROVEMENT RECOGNITION**

The honor roll is designed to give recognition to those students who have achieved high standing in the academic areas.

**Academic Archers:** All A's and O's and S+ in all subject areas and an S or above in conduct.

**Super Scorers:** All A's, B's, and O's or S+ and S's in all subject areas and N or above in conduct.

**St. Augustine of Hippo Award:** (Formerly known as B.U.G. Brought Up Grades Award) is designed to give recognition to those students who have shown an improvement in grades.

## **ILLNESS**

Students are not to be sent to school if they have a contagious disease, fever, diarrhea, or vomiting. The school is to be informed of all communicable and contagious diseases, i.e., head lice, chicken pox, pink eye. Minor aches and pains are not sufficient reasons for staying home. *Students must be fever free for 24 hours before returning to school.*

If a child becomes ill at school, a member of the staff will notify the parent or the person indicated on the emergency form to come and pick up the child.

\*\*In compliance with the public health ruling, a written excuse signed by the parent/guardian stating the reason for absence must be presented when the child returns to school.

## **INSURANCE**

Following the diocesan regulations, all students are required to have coverage through the diocesan



plan. A portion of each student's instructional fees is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at St. Rose of Lima School or during school-sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, parents shall seek medical care through their usual providers. They must contact the school secretary who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents who must complete their portion. Then the parents mail the completed form along with an Explanation of Benefits and corresponding itemized bills to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 90 days of the date of the injury.

### **INTERNET POLICY (P 4620)**

Saint Rose of Lima Catholic School shall follow the Diocesan Internet Policy. A copy of this policy is available in the school office during business hours. Saint Rose of Lima Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. Saint Rose of Lima Catholic School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. (Diocesan Policy P4620)

### **INTERNET USE OUTSIDE OF SCHOOL (P3645)**

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. All email communication between teachers and students must be strictly limited to email accounts supported by the school. Teachers are not to establish electronic communications with students beyond teaching and learning matters, or using other email accounts, or using other electronic means except as provided in this Policy. Texting is allowed for classroom or co-curricular instruction purposes but must be strictly limited to issues related to instruction, and all text communication with students is required to be copied to parents, and the principal.

### **LIBRARY**

Students in Grades K through 8 have the opportunity to use the school library. Students are permitted to take out two items per week, except for first and second graders who are limited to one item each. For any books lost or irreparably damaged, students will be charged a replacement cost. Books are generally expected to be returned within one week of their check-out date, although students may renew books for up to three weeks if they need more time. Teachers and students also utilize the Monroeville Branch of the Allen County Public Library, especially Kindergarten and grades

5-8. Our school library is designed for grades K-5. We converted the old Parish Secretary and Priest office into a junior high library and reading lounge. Grades 5 - 8 are able to check out books with their teacher.

## **LOST & FOUND**

Students are responsible for all learning materials issued to them - texts, workbooks, library books. Payment is to be made for lost or damaged items.

Unclaimed clothing is placed in a "Lost & Found" box located in the Office. Valuable items are kept in the office until identified. Periodically unclaimed clothing is set out for parents to claim. *To ensure that lost items are retrieved by the appropriate student, it highly recommended that parents put identification on children's clothing.*

## **LUNCH PROGRAM**

St. Rose cafeteria meets all of the requirements of the National School Lunch Program. As part of this program, it allows us to receive government funding for our lunch program. It also gives us the opportunity to offer free and reduced lunches to our school families. St. Rose's program is an Offer vs. Serve program. This means that students do not have to take every lunch item served that day, but are offered food options. The students choose what they want from those options. However, students are required to take a minimum of three items, one of which must be a serving of fruit or vegetable. This allows us to serve students with the foods they prefer to eat while reducing waste.

### **Entrée Substitution**

The daily entrée is the first item listed on the menu. Students have the option to substitute the main entrée with a specified alternate lunch.

### **Family Lunch Accounts**

Lunch accounts will be managed as "family" accounts. Families are asked to make a prepayment for lunch at the beginning of each month. Payments may also be made quarterly, bi-annually, or for the entire year. At the beginning of the month, a balance sheet will be sent home to each family. If there is a positive sign (+) that is the amount that is currently in the account. If there is a negative sign (-) that is the amount still owed. Negative balances should be paid with the next monthly payment. At the end of the year, all accounts should be paid in full. Those accounts with a negative balance will receive a letter requesting the amount owed. Those with a credit balance will be able to choose from these options: 1) roll it over to the next school year, 2) receive a cash refund, or 3) donate the credit balance to the cafeteria fund.

If a family has a question about their account balance, a detailed report can be requested.

### **Payment Options**

Going forward families are now offered new payment options. Families will be able to pay: monthly,

quarterly, bi-annually, or the entire year. Payments will continue to be accepted on a monthly basis using the envelope that was distributed to each family. At the end of the year any credits that are owed to families can be rolled over to the next year or reimbursed. Please complete the enclosed paper if you opt to utilize a payment option other than monthly payments.

Student lunches are \$2.30 per meal, the reduced price will be \$.40 per meal, and additional milk will be \$.50 per carton.

### **Cafeteria Code**

- Good table manners and respect for others is expected
- All students, and adults are to use calm talking voices while in the lunch line and in the lunchroom
- Students are to walk at all times and be courteous to others who are entering or exiting their lunch table.
- Students are responsible for cleaning his/her area of the table and floor of trash before leaving.
- Classes will have assigned tables. When parents are visiting, they may eat with their student

### **MASS**

Students in grades K-8 attend Mass twice a week. Students in 2-8 receive the Sacrament of Reconciliation at least twice a year. We expect full participation in weekly Masses.

### **MEDICATION**

State law forbids any school from dispensing any medication. Since some children must receive their medication during the school day the following conditions are to be obeyed.

1. A diocesan form signed by parent/guardian stating:
  - a. the name of the medication
  - b. the exact dosage
  - c. the time it is to be given
  - d. permission to administer
2. The form and medication are brought to the office immediately upon the arrival of the student at school. It is the student's responsibility to return to the office at the proper time to take the medication and at the end of the day to pick it up to take it home.
3. Prescription medication must be accompanied by a Medical Consent form (obtained in the school office). Medication must be in the original container, with physician's signature

### **NON-CUSTODIAL PARENT**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the

court order. It is mandatory that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

## **OFFICE HOURS**

Office Hours are 7:30-3:30 daily. The phone number is: 623-3447. Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date

## **PHOTOGRAPHING STUDENTS**

Saint Rose of Lima Catholic School periodically sends student's names and pictures to news and/or television stations. If you do not want your child's picture or name in the newsletter, newspaper, social media, or television station, you must sign the **Photo Video Release Form** and return it to the school office on registration day. The form is sent to the parents before the first day.

## **PRESCHOOL**

St. Rose of Lima offers Preschool for 3 & 4-year-old children. Students must be potty trained before they attend.

We offer the following programs:

Three year-olds (2 days)	Three year olds (5 days)
Four year-old (3 days)	Four year-old (5 days)

The material/curriculum fee is \$100. Insurance is \$15.

## **PARENT/TEACHER/STUDENT CONFERENCES**

Parent/Teacher/Student conferences are held at the end of the first grading period. Students in grades 1-8 are encouraged to prepare for and attend this important event with their parents. It is our belief that when students know that parents and teachers are a team, students grow academically. If other conferences are needed throughout the year, either parents or the teacher may request one. Phone calls and visits during school hours are not allowed, we strive for an uninterrupted learning environment. If you need to see a teacher, please make arrangements to meet before or after school.

## **RECESS**

Children need fresh air, sunshine, and exercise to stay alert and healthy, therefore, they are not permitted to stay indoors when the weather is decent. If a serious reason necessitates an excuse from recess, a written note must be sent to the classroom teacher. Cold temperatures and wind chill factor are determining factors for whether recess will be shortened or held indoors. Students will not go outside for recess if the temperature is below 25 degrees including the wind chill factor. Plan

ahead for outdoor play and make sure that your child has the appropriate coat/hat/gloves, etc.

## **PLAYGROUND RULES**

PreK-8 students have recess. Students are expected to follow the universal playground rules. Playground expectations are not limited to this list, and the administration retains the right to amend and add to the playground rules. If changes are made, parents will be notified as soon as possible. The playground rules are for each student's safety. No climbing on top of the equipment (slide topper and benches).

1. Students are to follow all playground rules and the directions of the playground monitors.
2. Students must slide down the slide and go up the stairs. No blocking slide at bottom. Students may only go down the slide in the sitting position.
3. Students may not go beyond the designated areas. If a ball goes outside of the designated area students are to inform an adult on recess duty.
4. Students must ask permission to use the restroom.
5. We encourage play at recess; however, excessive roughness will not be tolerated.
6. Playground equipment must be used appropriately (no flipping or hanging upside down).
7. All students are to stop, look, and listen when they hear a whistle.

## **RELIGIOUS ISSUES**

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. (Diocesan Policy 4410)

## **ATTENDANCE IN RELIGION PROGRAM**

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions (Diocesan Policy 4060)

## **SACRAMENTAL PREPARATION**

Parents/Guardians and students are required to attend the preparatory meetings scheduled prior to reception of the Sacraments of Penance, Eucharist, and Confirmation.

## **RENTAL BOOKS**

1. All rental books are to be covered at all times.
  - a. Do not tape the book cover to the book or use book covers that stick to the book itself.
2. No rental books should ever be written in or on.
3. Students are responsible for maintaining their books in the condition in which they receive them.

4. Fines will be collected for damaged books.
5. A student who loses a rented book must pay the full price for a replacement book.

## **SAFE AND SECURE SCHOOL**

Being that we are concerned with the safety and well-being of our students, our school has prepared a Crisis Plan. This plan enables us to address various situations which involve the students, faculty, and parents. This plan is a way to provide support to all involved at Saint Rose of Lima Catholic School.

## **SAFE ENVIRONMENT FACULTY AND VOLUNTEER TRAINING**

Teachers and volunteers are required to be trained in Safe Environment. This is a program mandated by our Diocese. All teachers will submit volunteer names to the school secretary on a monthly basis. All volunteers must have a background check prior to helping in the classroom, driving on a field trip, or doing anything in our school. (Diocesan Policy P2430)

## **SCHOOL COUNSELOR**

A school counselor is available through East Allen County Schools. They maintain a contract with Bowen Center and the initial consultation is free. If you need more information contact the school office.

## **SCHOOL HOURS**

School is in session from 7:45 AM, (Preschool-8) through 2:35 PM. Students are allowed to go to their classrooms at 7:30 AM. Parents dropping off their children before 7:30 AM should drop them off at door 7.

6:30 am	Before care opens: Door #6
7:15 am	Doors Open: Door #6
7:15 - 7:40 am	Breakfast is available
10:45-12:15	Classes break for lunch and recess at varying times
2:35	Dismissal (2:05 on Wednesdays)

The School Office is open on all school days from 7:30 AM – 3:30 PM. In July, the office has varied hours. Beginning in August, the office is open 7:30 AM – 3:30 PM.

## **SECLUSION AND RESTRAINT POLICY AND PLAN**

Saint Rose of Lima Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Policy and Plan. The purpose of the plan is to insure that all

students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

## **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## **SCHOOL SAFETY**

Saint Rose of Lima Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in social media may result in disciplinary actions if the content of the student includes defamatory comments regarding the school, the faculty, other students or the parish.

## **STUDENT TESTING**

Students in grades 3 through 8 will be given the ILEARN test in the spring. Students in grade 3 take IREAD-3 (Indiana Reading Evaluation and Determination). Based on the Indiana Academic Standards, IREAD-3 specifically assesses foundational reading standards through grade three. Students in grades K-8 take the NWEA (Northwest Evaluation Association) Assessment. This assessment is taken three times a year and adapts to the student in real-time while he or she takes the test and can be administered online. The results provide rich insight into learning as it occurs.

Through RTI (Response To Intervention) Saint Rose of Lima Catholic School monitors all our students academically and behaviorally. Every student has an RTI file and all classroom teachers

assess students and monitor their RTI files.

K-8 students each have data binders that teachers keep and update throughout the year. These documents contain students' data that are collected throughout the year. The current data is shared in October at the Conferences.

## **SUPPORT ORGANIZATION**

- A. Home and School Association:
    - a. A Home and School Association (HASA) shall exist to provide information exchange between parent/guardian, teacher, and school administration, and to provide extra funds through fundraising activities. All parents of Saint Rose of Lima School are members of HASA. St. Rose HASA supports the school by many activities. The children and teachers participate in class enrichment activities throughout the year.
  - B. Catholic Youth Organization (C.Y.O.) Sports Program:
    - a. Saint Rose of Lima Catholic School may elect to participate in the C.Y.O. sports program of the diocese. The Athletic Association exists to plan, direct, and fund Saint Rose of Lima Catholic School sports programs. A membership fee, established by the Athletic Association, will be charged to each family that participates.
1. At the discretion of the Principal, academic performance and disciplinary actions may limit a student's participation in the athletic program.
  2. Participation is contingent upon meeting the requirements set by the Athletic Association and the C.Y.O.
  3. If Saint Rose of Lima Catholic School is closed, all games and practices are cancelled.
    - a. **EXCEPTION:** CYO Tournament games will be played if the sponsoring school does not have a weather cancellation.

**A physical is required by all students who participate in CYO sports.**

## **VACATIONS**

Absences related to travel and vacation trips are to be reported to the office and teacher, prior to the student's departure. It is the policy of Saint Rose of Lima Catholic School that no homework will be sent with the student leaving for vacation. The student will be responsible to make up all work missed. Vacations while school is in session are highly discouraged and are not to be taken to extend scheduled school breaks. Additional absences not only affect student learning but they also affect school attendance rates on the IDOE School Accountability letter grade.

## **VANDALISM**

This school is parish property, and as such, it is in the best interest of all families to maintain it in excellent condition. We need the cooperation of all who use the facility, to respect and care for the buildings and the property on which the buildings are located. Care of personal property is an ever-present problem, as sometimes it can be stolen, lost, damaged or misplaced. We expect each



child to be responsible for his own belongings. Clothing, especially gym shoes and jackets, should be marked with the child's name

## **VISITORS**

Our school safety plan dictates that all school visitors (volunteers, parents, etc.) must come to the main office. Do not go directly to your child's classroom. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated name tag that may be picked up in the office. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

# PARENT/STUDENT AGREEMENT

By signing below, we acknowledge that we have received a copy of the Saint Rose of Lima Catholic School Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines

## Parent/Student Signature Page

I have read the 2021-2022 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

----- Parent/Guardian Name	----- Parent/Guardian signature	----- Date
----- Parent/Guardian Name	----- Parent/Guardian signature	----- Date
----- Student Name	----- Student signature	----- Date
----- Student Name	----- Student signature	----- Date
----- Student Name	----- Student signature	----- Date
----- Student Name	----- Student signature	----- Date

**SIGNED FORM DUE INTO THE SCHOOL OFFICE BY SEPTEMBER 24, 2021**