

SAINT ROSE SCHOOL PARENT/STUDENT HANDBOOK

Last updated: (8/11/2021)



**4300 Old Redwood Highway
Santa Rosa, CA 95403**

School Office: (707) 545-0379 #2 Fax: (707) 545-7150

Absence/Homework Line: (707) 545-0379 #1

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

Business Manager: (707) 545-3203

Counselor: (707) 978-0874

Web Site: www.strosecatholicsschool.org

**St. Rose School Administration reserves the right to change and / or add to school policy and this handbook at any time.
Parents will be notified through school communication of any such changes as they occur**

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PREFACE

In 1880 Fr. Joseph Conway, the second pastor of St. Rose Catholic Church in Santa Rosa invited the Ursuline Sisters from his home town in Ohio to form a school for girls. Two sisters arrived, bought property, and opened the Ursuline Academy. In 1930 another pastor, Fr. Henry Raters bought land from the Ursuline Sisters and started St. Rose Catholic School (on Parish grounds) with a faculty of eight Ursuline Sisters. Their opening day was September 14, 1931, with a student body of 235 students. As years passed, the faculty changed from mainly Ursuline Sisters to only lay faculty and staff, as well as relocating to our current campus, opening in 1985. The commitment to excellence in education that was molded and formed by the Ursuline Sisters continues today as well as their motto of *Serviam, Latin for; "I Will Serve"*, through the St. Rose Way and the commitment to helping those in need.



ST. ROSE SCHOOL PRAYER

*God, you have made us a faith community
We need one another
We love one another
We forgive one another*

*We work together
We play together
We worship together*

*Together we use God's word
Together we grow in Christ
Together we serve our God
Together we love all people
Together we hope for Heaven*

*These are our hopes and ideals
Help us to attain them,
O God, Through Jesus Christ our Lord.
Amen*

PHILOSOPHY

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

STUDENT LEARNING EXPECTATIONS

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

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

St. Rose Catholic School Students are effective communicators who:

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

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

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

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

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



THE ST. ROSE WAY

- Our purpose is to care for one another
- We are friendly and include everyone
- We are gentle and helpful with our words and actions
- We forgive one another
- We are kind even when no one is looking





ADMISSION POLICY

Notice of Non-Discriminatory Policy as to Students

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

Priority of Admissions

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

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

This policy is subject to the Pastor and Principal's discretion. Tuition assistance is also based on these criteria.

School Student Non-Discrimination Policy

(12/1/2019)

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

KINDERGARTEN READINESS

The state of California has established age protocols for when a child may enter Kindergarten. Presently, a child should turn five by September 1st of the year he or she enters Kindergarten. St. Rose uses the state protocol as a guideline. First and foremost is the child's readiness to handle the rigorous curriculum that is now part of our Kindergarten program. Since children develop at different rates, St. Rose will work with you to determine your child's readiness. Readiness assessments are scheduled during February and March and we are happy to take into account the recommendation of your child's preschool teacher.

NEW and TRANSFER STUDENTS

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

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

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

ATTENDANCE / SCHOOL SCHEDULE

Daily Schedule

Kindergarten 8:10 A.M. - 2:30 P.M.
Grades 1 – 4 8:10 A.M. - 2:40 P.M.
Grades 5 – 8 8:10 A.M. –2:50 P.M.

	Recess Schedule	Lunch Schedule
Grades 1 – 4	10:00 A.M. – 10:15 A.M.	11:45 A.M. – 12:30 P.M.
Grades 5 – 6	10:15 A.M. – 10:30 A.M.	12:30 P.M. – 1:15 P.M.
Grades 7 - 8	10:30 A.M. – 10:45 A.M.	12:30 P.M. – 1:15 P.M.
Grades 1 - 3	2:00 P.M. – 2:15 P.M. *	
Kindergarten	*Varies	*Teacher to determine

* Times may vary

REGULAR SCHOOL ATTENDANCE

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

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

REPORTING STUDENT ABSENCES

Parents are asked to use our school's Voice Mail number 707-545-0379-press 1, to report their child's absence by 9:00 A.M. It is only necessary to report on the first day of the absence. When a child returns to school a written excuse must be brought which includes the date of absence, reason for absence and parent signature.

REQUESTS for EARLY DISMISSAL or RELEASE

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

PUNCTUALITY

Punctuality is an important trait to nurture in our children. Being punctual is considerate to the teacher and others, and is essential for optimal learning. We suggest that you strive to have your children here by 8:00 AM each day. That way you can avoid the last minute traffic in the circle and give your children the benefit of arriving a few minutes early in order to greet their friends and prepare for the day.

Along with disturbing the opening routine in the classroom, students who arrive late are stressed and may feel disoriented or embarrassed in front of their peers. Because this is such a serious issue, we have instituted the following policy:

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

School begins each day at 8:10 A.M. Students who have not joined their class by 8:10 are marked tardy. Students who are dropped off at or after 8:10 are tardy.

Students who arrive after 8:20 need to check in at the office.

We realize that there are many different reasons why students arrive late, and there are some circumstances that are unavoidable. On mornings where weather conditions can slow down the ride in, please plan accordingly to arrive on time. If weather conditions present hazardous road conditions, we will not mark children tardy.

If your child has a doctor, dentist, or orthodontic appointment during the school day, or that requires he or she to arrive late, it is considered an excused absence provided you bring in an official note from the doctor. Without a note, it will be counted as a tardy. We strongly recommend scheduling appointments after school hours, when possible.

HEALTH

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

Law requires that a student entering Kindergarten have a physical exam no earlier than 6 months before entry and must meet specific immunization requirements. This includes a verified record of month, day, and year the student was immunized against measles, mumps, rubella (MMR); polio; diphtheria, tetanus, and pertussis (DPT); varicella; and Hepatitis B vaccinations.

To help protect your children and others from whooping cough, a new California law now requires students to be vaccinated against whooping cough. **Students entering 7th grade will need proof of an adolescent whooping cough booster shot (Tdap) before starting school.**

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

Medication Policy

No medication (including pain relievers such as Tylenol, Advil, etc.) will be dispensed by school personnel without written parental permission. Parents can give permission by indicating so on their child's Emergency Form.

The following guidelines will be followed for all other medications:

1. Parent must come to office with medication to fill out and sign the Authorization to Administer Medication form. Medication of any kind, must be in original packaging (prescribed medication must have Dr. Prescription on packaging).
2. Prescription medication is kept in the school office and dispensed from there. No medications, prescription or otherwise, will be kept by the student or in the classroom. **ALLERGY MEDICATION should be given by the parents before and after school. 12 and 24 hour doses are now available for children.** The school will not disperse allergy medication to students.
3. If a student is required to take prescription medication during a field trip, the same requirements listed in #1 above apply. The teacher will keep the medication and dispense it at the appropriate time.
4. **AT NO TIME MAY STUDENTS HAVE MEDICINES, PRESCRIPTION OR NON-PRESCRIPTION, IN THEIR POSSESSION AT SCHOOL.** THIS IS A LEGAL ISSUE WHOSE PURPOSE IS TO PROTECT YOUR CHILD. PAIN RELIEVERS: (ADVIL, TYLENOL, ETC.) AND COUGH DROPS ARE INCLUDED IN THIS POLICY.
5. The school does not assume responsibility for non-prescription medications or reactions to prescription medication brought to school by the student.

General Guidelines for keeping children home from school due to illness

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring other illnesses while his/her resistance is lowered. As adults, we push through coughs, colds and minimal illness throughout our days. However, it is no longer acceptable to push children to 'work through it'. If a child displays any symptoms of illness while at school, they will be sent home.

SYMPTOM CLARIFICATION

Your child had fever

Children must be fever free for 24 hours without the use of Motrin / Advil / Tylenol or any fever reducing medications before returning to school.

Your child was vomiting or had diarrhea

Children should be free of vomiting / diarrhea for 24 hours before returning to school. Though your child may feel better in the morning and even ask to go to school, it is best to wait until they've eaten without feeling ill, are not too tired due to loss of sleep, and may still be contagious to other children.

Your child woke up WITH a runny nose.

Is this unusual? Could this be the beginning of a cold? Is it thick, and green or yellow in color? If yes, or you're not sure, then your child should stay home until discharge is clear and there are no symptoms of a cold or illness.

Your child has a cough, congestion or sore throat.

If the cough and/or congestion is something new, not regular or normal, your child should stay home. If you need to give your child medication for cough or congestion, to help with those symptoms like Advil or Tylenol, or other over symptom reducing medication, then your child should not come to school and should return when no medication to reduce symptoms is needed for 24 hours. If your child is complaining of a sore throat and is generally not feeling well, they should stay home until feeling better and no medication is needed for symptoms for 24 hours.

Your child has a regular runny nose, that you believe is brought on from seasonal allergies or environmental?

As long as you do not believe it could be the beginning of an illness and your child is NOT miserable or uncomfortable, and the runny nose is not going to be a distraction in the classroom; constant blowing of the nose OR the runny nose is getting all over the mask, then it should be OK for your child to go to school.

If your child is unable to handle the runny nose, it becomes thick or green or yellow in color, or at any time becomes miserable or uncomfortable, or the runny nose gets worse, then the school will ask the parent to come pick them up.

Your child has a regular cough due to asthma or seasonal allergies.

The school should be notified if your child is diagnosed with asthma. Some Asthma symptoms require use of an inhaler and the parent should provide the school with the inhaler, in original packaging with the Doctor's prescription and directions attached. We understand that students with Asthma frequently cough during and after recess or exercise. During COVID, a note from your child's doctor, documenting that the symptoms are allergy related would be helpful for the school office to keep on file.

St. Rose School will not administer asthma or allergy medication to students.

**Asthma and allergy medication should be used /given before a child comes to school.
(Exception: Rescue inhalers)**

Your child wakes up feeling tired, sluggish, complaining of not feeling well or tummy hurts, or has 'bathroom issues'.

If your child is complaining of any of these things, chances are they're going to complain about it at school. Any student, who complains at school about not feeling well, will be sent home.

What to do IF your child has...

Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a lice shampoo and there are no longer nits present in the hair. (2016)

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

Seasonal allergies can sometimes cause redness in the eyes, swelling, burning or itching. If office staff cannot determine if the redness or swelling, burning or itching is clearly an allergy symptom, we will send the child home and ask that a physician clarify.

Strep Throat: Strep Throat is highly contagious. Children with sore throats should not come to school. A persistent sore throat should be evaluated by a health care professional to determine if a test for strep throat is necessary. Children who have tested positive for strep throat should remain home until fever has gone away for 24 hours without medication and have been treated with antibiotics for at least 24 hours.

Please notify the school if your child has contracted Head Lice, Pinkeye or Strep Throat.

ST. ROSE SCHOOL DRESS CODE (Updated JUNE, 2021)

Students are expected to come to school appropriately attired including a neat, clean, and complete uniform. We ask that the uniform be sized appropriately. Maintaining good grooming habits and personal appearance is conducive to a learning environment.

St. Rose School Administration reserves the right to change the uniform policy at any time.

The final determination of appropriate attire will always be at the discretion of the faculty and principal. Please consult the school before making changes in personal appearance that could be considered extreme.

- Regulation Uniform items must be ordered and purchased through the school online store.
- There will be 5-6 ordering opportunities each school year.
- Parents are also welcome to shop elsewhere for optional items such as plain white short-sleeve polo shirts, navy pants & walking shorts.

Enforcement of Uniform Policy

We ask that parents make every effort to see that their children arrive at school in the proper uniform. If a student arrives out of uniform, the teacher will send home a form identifying the issue. The first occurrence is a warning. If there are future violations, the parent will be required to bring the appropriate clothing to school before the student can be admitted to class. Repeated violations could result in the loss of a Free Dress Day.

SHOE REQUIREMENTS for ALL Boys and Girls

All shoes must be either solid white, solid black, or a combination of white and black (including sole)

NO PATTERNS and NO OTHER COLORS, including gray. Company Logos – ie; the Nike ‘swish’ must be white or black.

- A basic athletic type shoe with laces or Velcro
- Laces must be tied and be either solid black or solid white.
- Slip-on shoes such as vans or flats are not allowed.
- Solid black buckle shoes are permissible but must be comfortable and safe for play.
- Shoes that turn into skates may not be worn.
- A small black or white logo of the shoe company is permissible

GUIDELINES for HAIR

- **GIRLS:** No extreme hair styles or hair coloring. No colored hair extensions, feathers or beads in hair. Headbands; Plain and no wider than 1 inch with NO attachments or adornments. No sweat headbands, no large bows, no head wraps. Hair bands or ‘scrunchies’ should be neutral in color to match school uniform. (Navy, black, white)
- **BOYS:** Boys’ hair is to remain off the collar, above the eyebrows, and out of the face. No extreme hair styles or hair color. No mustaches or facial hair.

POLO SHIRTS The POLO SHIRT is to be worn with all uniform bottoms. Students may wear the St. Rose Logo polo shirt in WHITE or GREY, or parents may purchase plain white, short sleeve polo shirts elsewhere, with NO other logo, colors or design, with a plain collar. (No scallop edges) St. Rose offers a GREY polo shirt that also may be worn with any bottom.

GREY polo shirt must be purchased through the St. Rose uniform store.

UNIFORM ORDERING INFORMATION

SONOMA



Sonoma Design, Apparel & Promotions, is a locally owned company who supplies our school uniform. They do not control or decide our uniform policy. All uniform decisions are made by St. Rose School

Sonoma Design is not a store and does not carry sample sizes for try-on. They do not keep inventory in stock.

St. Rose School keeps a sample collection for try-on. We encourage families to schedule a try on date, with the school office. Uniform sizing is often very different than normal retail sizes. Parents should expect that some uniform items may require additional expense for alterations for a proper fit.

There will be 5-6 ordering opportunities or 'ordering windows', when the store is open for orders. Dates will be posted in the school newsletter.

- All orders are placed through the St. Rose online uniform store.
- Parents will receive notification via email from Sonoma Design when their order is ready for pick-up at their showroom.
- All orders placed during the ordering window are processed and ready for pick-up at the same time.
- ALL UNIFORM SALES ARE FINAL. There are no returns or exchanges, except for manufacturer defect.

To order, go to the St. Rose Uniform store link below.

https://stores.inksoft.com/st_rose/shop/home

GIRLS DRESS CODE

KINDERGARTEN – 3RD GRADE REGULATION UNIFORM – Worn daily (Also called ‘Dress Uniform)

- **ST. ROSE PLAID JUMPER** (Hem must touch TOP of the knee)
- Thin navy or black bike style shorts worn under skirt for modesty are encouraged; may not exceed the length of the skirt.
- **PLAIN WHITE SHORT SLEEVE POLO SHIRT** or the preferred St. Rose Logo Polo shirt **in white or grey.**
- **See POLO Shirt policy on previous page**
- **ST. ROSE SWEATSHIRT** or **ST. ROSE NAVY CARDIGAN** is **MANDATORY** for K-6th grade
- **SHOES: See Shoe Requirements on previous page**
- Plain solid white CREW socks, no lace, NO logos.
- Tights with feet may be worn under skirt or jumper. Must be plain solid white, navy or black. No patterns or designs.
- Leggings are never permitted on any school day.

4 - 8 GRADE REGULATION UNIFORM - Worn daily (Also called ‘Dress Uniform’)

- **ST. ROSE PLAID SKIRT** (Hem must touch TOP of the knee.)
- Thin navy or black bike style shorts worn under skirt for modesty are encouraged; may not exceed the length of the skirt.
- **PLAIN WHITE SHORT SLEEVE POLO SHIRT** or the preferred St. Rose Logo Polo shirt **in white or grey.**
- **See POLO Shirt policy on previous page**
- **ST. ROSE SWEATSHIRT** or **ST. ROSE NAVY CARDIGAN** is **MANDATORY** for K-6th grade
- **ST. ROSE CARDINAL SWEATSHIRT** is **MANDATORY** for 7th & 8th Grade
- **SHOES: See Shoe Requirements on previous page**
- Plain solid white CREW socks, no lace, NO logos
- Tights with feet may be worn under skirt or jumper. Must be plain solid white, navy or black. No patterns or designs.
- Leggings are never permitted on any school day.

UNIFORM OPTIONS for GIRLS on NON-DRESS UNIFORM DAYS:

- Navy Pants (no leg pockets, no tight fitting, no drawstring, no sweatpants, no elastic ankles)
- Navy Walking Shorts – Chino style (cotton twill - no leg pockets, no mesh or sweat pant material). Hem must touch TOP of the knee.
- **Navy Skort (K-8) Purchased ONLY through the school uniform store.** Hem must touch TOP of knee.
- White under garment or under-shirt may be worn (tucked in) under the regulation polo shirt.
- Sweaters, jackets and coats may be worn over the school sweatshirts outdoors but may not be worn in the classroom. Other design or logo sweatshirts may not be worn except on Free Dress or Add-on Days.
- Appropriate hats may only be worn outside

NOT ALLOWED ON ANY DAY for GIRLS

- Sandals, dress boots, sling back shoes, or Crocs
- NO clothing with holes or rips. No cut-off jeans or shorts
- NO tight fitting, baggy or inappropriately short shorts or skirts.
- No halter tops, tank tops, sun dresses, bare mid-riffs, low cut, tight fitting, or see thru clothing of any kind and no tops with shoulder cut-out sleeves.
- NO make-up. (Only 8th grade girls may wear limited makeup – see your teacher)
- Earrings may not be longer than 1 inch.
- NO facial piercings, no ear cartilage piercing, only 1 piercing per ear lobe.
- **See Guidelines for Hair on previous page**
- NO yoga pants, leggings, or tights without feet. / No sweatbands – for head or wrists
- NO permanent tattoos.

BOYS DRESS CODE

K-8 BOYS REGULATION UNIFORM – Worn daily

- Navy Pants (no leg pockets, no tight fitting, no drawstring, no sweatpants, no elastic ankles)
- **PLAIN WHITE SHORT SLEEVE POLO SHIRT** or the preferred St. Rose Logo Polo shirt **in white or grey.**
- **See POLO Shirt policy on previous page**
- **ST. ROSE SWEATSHIRT** or **ST. ROSE NAVY CARDIGAN** is **MANDATORY** for K-6th grade
- **ST. ROSE CARDINAL SWEATSHIRT** is **MANDATORY** for 7th & 8th Grade
- **SHOES: See Shoe Requirements on previous page**
- Plain solid white CREW socks, NO logos
- **See Guidelines for Hair on previous page**

K – 6th BOYS DRESS UNIFORM – To be worn on DRESS UNIFORM DAYS

- Navy Pants (slacks)
- School polo shirt

7/8th BOYS DRESS UNIFORM – To be worn on DRESS UNIFORM DAYS

- Navy Pants (slacks)
- DRESS SHIRT (button down) WHITE or LIGHT blue
- Appropriate tie.

UNIFORM OPTIONS for BOYS

- Navy Walking Shorts –Chino style (cotton twill - no leg pockets, no mesh or sweat pant material). Hem must touch TOP of the knee.
- White undershirt may be worn tucked in under regulation polo shirt
- Appropriate hats may only be worn outside
- Sweaters, jackets and coats may be worn over the school sweatshirts outdoors but may not be worn in the classroom.
- Other design or logo sweatshirts may not be worn except on Free Dress or Add-on Days.

NOT ALLOWED ON ANY DAY for BOYS

- Sandals, dress boots, or Crocs
- NO clothing with holes or rips. No cut-off jeans or shorts.
- NO tight fitting, baggy or inappropriately short shorts
- NO tank tops.
- BOYS: NO earrings of any kind. NO facial piercings
- NO permanent tattoos
- NO extreme hair styles or colors. Boys' hair length is to remain off the collar, above the eyebrows and out of the face.
- **See Guidelines for Hair on previous page**
- NO mustaches or facial hair.
- NO sweatbands on head or wrist

REPORT CARDS / GRADING SCALE and ASSESSMENTS

PROGRESS REPORTING

- Report Cards are issued three times a year.
- Progress Reports (Grades 1-8) are issued in the middle of the trimester for all parents. This is not a report card, but an indication of student progress.
- Parent-Teacher Conferences are held, for all parents, after the first trimester. Parents and teachers are encouraged to arrange informal conferences as the need arises during the school year.

Grading Scale (Grades K-3)

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

Grading Scale (Grades 4 – 8)

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

M = Modified Curriculum

FORMATIVE ASSESSMENT PROGRAM

St. Rose School, along with the other Catholic elementary schools in the Diocese of Santa Rosa uses the Renaissance Star 360 Learning Suite to measure each student's achievement and growth in reading and math. Students take computer-adaptive assessments four times a year. Results are shared with parents and discussed at the annual parent/teacher conference. Teachers use this information to guide them in curriculum planning and differentiation.

RECOMMENDED TRANSFER

Students who are clearly unable to be successful in the school's program due to academic, behavioral, or attitudinal difficulties may be asked to transfer after there has been sufficient discussion with the student's parents.

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

HOMEWORK PHILOSOPHY and GUIDELINES

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

Kindergarten	Various parent/child activities
Grades 1 & 2	20 minutes
Grades 3 & 4	30 - 45 minutes
Grades 5 & 6	45 - 60 minutes
Grades 7 & 8	60 - 90 minutes

The purpose of homework at St. Rose School is to reinforce, practice and review the skills and concepts learned in class. Homework also provides for a home school connection in which parents play a vital role.

Types of homework may include: long-term projects, unfinished class work, research, and independent study which includes, but is not limited to memorization, study for tests, practice pages, and reviewing or previewing class work.

The goal of our homework program is to develop responsibility, time-management and organizational skills that will result in effective and life-long study habits.

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

ACCELERATED READER

This is a program for grades 4 - 8 aimed at encouraging reading outside of school hours. Individualized benchmarks are set for each student to attain. Accelerated Reader should be considered part of every 4th- 8th grader's homework.

MAKEUP WORK

Parents who call the absence line by 9:00am (284-1551), may request homework and /or makeup work for students who are absent. If the request is made by that time, teachers will do their best to have assignments ready for pick up in the office by 2:30 P.M. Preparing homework is at the teacher's discretion. Some assignments, classwork, worksheets, etc., may be something the teacher wants done at school.

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

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

SERVICE LEARNING

Saint Rose encourages all students to cultivate a deep concern for others and to turn that concern into meaningful action, now and throughout their lives. There are opportunities for all students to participate in activities to benefit others in need. Upper grade students may be asked to further develop and cultivate a desire to help others through community based service projects and experiences directed by their teachers.



AWARDS PRESENTED AT THE END OF EACH REPORTING PERIOD

Highest Academic Honors

Awarded to students in Grades 4 – 8 who earn grades of A or A- in all subject areas, except handwriting.

Academic Honor

Awarded to students in Grades 4 – 8 who earn grades of A, A-, B+ and B in all subjects.



AWARDS PRESENTED AT THE END OF THE YEAR

Graduation

There are a number of special awards in the areas of academics, service, religious devotion, sportsmanship and citizenship which are presented to 8th graders at the end of the year.

The Serviam Award – Serviam, Latin for “I Will Serve”.

At St. Rose we encourage students to live life and carry forth the spirit of Serviam through meaningful service and kindness to others, most especially those who need our help most. The Serviam Award is awarded to a student who has demonstrated an eagerness to serve others and is generous with kindness, is helpful and supportive and who has made a positive impact on the St. Rose School community throughout their school career

The Carol Ferrari Perseverance Award

Ms. Carol Ferrari was a beloved member of the St. Rose staff for over 35 years before her passing in 2002. Her never give up attitude is the inspiration for this award. The Carol Ferrari Perseverance Award is awarded to a student who has demonstrated those same qualities of perseverance.

DISCIPLINE/ PROCEDURES for RESOLVING ISSUES

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

MAKING AMENDS

Students who are consistent in following the rules receive various recognition and rewards. Students who break rules may be assigned to community service or asked to make amends in some other way. Community Service usually takes place at lunch time. Parents are notified in writing or by phone call of serious offenses and must sign and return the incident notice or community service notification to school the next day. Teachers avoid taking away recess or lunchtime play as a consequence, since children benefit from periodic movement and activity.

SUSPENSIONS / EXPULSIONS

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

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

DISCIPLINE and CONFIDENTIALITY

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

PROCEDURE for RESOLVING ISSUES and CONCERNS

Please contact your child's teacher if you have a question or issue concerning instruction or individual classroom policy. Appointments can be made with the teacher through email or by calling the school office. All other issues can be brought to the principal, who can be contacted through email or by calling the school office. If your issue is not resolved at these levels, please contact the pastor of St. Rose Church by calling the St. Rose Church Rectory.

Email is a great tool for making appointments and quick questions. Issues and concerns are best dealt with face to face.

It is generally not possible to solve school issues by simply consulting other school parents. We greatly appreciate parents who bring a concern directly to us, since it is likely that we are the people most capable of resolving it. Letters, phone calls and emails sent anonymously will not be considered.

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

DIS-ENROLLMENT

Both the family and the school are committed to fostering the educational, spiritual and moral development of the student. This requires a cooperative, collaborative relationship between the school and the family. In the event that this cooperative, collaborative relationship between the school and the family becomes broken, it may be necessary, in the sole discretion of the school principal, to dis-enroll the student from the school. This would not be considered a disciplinary measure. In that event, the family shall have no further monetary obligations to the school under this contract from the date of the dis-enrollment forward.

TUITION AGREEMENT / CONTRACT ACKNOWLEDGEMENT of SCHOOL and FAMILY PARTNERSHIP

Both the family and the school are committed to fostering the educational, spiritual and moral development of the student. This requires a cooperative, collaborative relationship between the school and the family. In the event that this cooperative, collaborative relationship between the school and the family becomes broken, it may be necessary, in the sole discretion of the school Principal, to dis-enroll the student from the school. This would not be considered a disciplinary measure. In that event, the family shall have no further monetary obligations to the school under this contract from the date of the dis-enrollment forward.

DIOCESAN POLICY on SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops (www.usccb.org). Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity." (Section 2393, Catechism of the Catholic Church). "Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic school after the parents are first given the option to immediately withdraw the student from the school.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by school. If the matter involving the parents/student(s) is not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from school and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

PARENT COMMUNICATION

It is vital that parents utilize the resources provided to stay informed of school related matters. Through reading the weekly 'Coming Up Roses' newsletter sent via email to all parents, teacher email communication, Friday Parent Packet, receiving text messages for reminders of due dates, deadlines, early dismissals, etc., and referring to the school website at: www.strosecatholicsschool.org

'COMING UP ROSES' NEWSLETTER

The weekly E-News is sent on Wednesday's, via email to all families. This is your WEEKLY communication for all school information; schedules, notices, sign-ups, sport registrations, etc. The weekly E-News is also available on our school website: www.strosecatholicsschool.org.

FRIDAY PARENT PACKET

Every student will bring home a FRIDAY PARENT PACKET. A large envelope labeled with your child's name and grade. This large envelope is the 'vessel' that brings home your child's corrected classwork, notes from the teacher, missing assignment notes, items from the school office, etc.

The Friday Parent Packet is to be returned to your child's classroom on Mondays, or if holiday, the next school day, even if it is empty. Sometimes the packet may come home empty, and that's ok. Parents will use the envelope to send back communication to the teacher, notes regarding absence, forms for the office, payments, etc. Either way, whether or not there is anything coming home or being sent back, the envelope must be returned the next school day.

We expect this envelope to last throughout the school year. Feel free to reinforce the edges with clear package tape to preserve its use.

PARENT - TEACHER COMMUNICATION

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

ELECTRONIC COMMUNICATION / MESSAGING SYSTEM (MSP – My Student's Progress)

Our school data system includes an automated email, phone and text messaging system used in the event of emergency, such as earthquake, fire, lockdown, evacuation, etc. It is also used for important reminders and information. **All parents are automatically opted in as a condition of enrollment. It is very important that parents keep their contact information up to date with the school office.** We remind parents to be mindful if your voicemail box is full, you will not receive messages that could be important. And if you ignore our text messages or emails, you may be missing vital information.

SAFE SCHOOLS

SCHOOL COUNSELOR

Our school counselor works regularly with classes and connects with students individually in the areas of social and emotional growth. She oversees our Safe Kids program. The counselor may be contacted through the school office or by email. The school counselor does not provide therapy for individual students but is happy to make referrals to outside therapists when requested.

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

ITEMS THAT ARE PROHIBITED ON CAMPUS

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

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

Children should not bring money to school, unless there is an advance notice of a specific event at school; \$1 Free Dress, Bake Sale, etc. We can't be responsible for missing or lost money.

FIRE, DISASTER & SAFETY

St. Rose has a comprehensive emergency-disaster plan in place. Our staff and student body regularly practice; earthquake, fire, evacuation and lockdown drills. During an actual emergency, our first priority is the safety of our students. A critical part of our emergency plan is our MSP Communication System, which notifies parents via phone, text and/or email, of any actual emergency event that is taking place on or near our campus. In addition, each classroom is equipped with emergency supplies in the event that children should ever be stranded at school due to a natural disaster, or other emergency.

SCHOOL CLOSURE

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

In the event of predicted flash flooding when school closure is eminent, the following are methods parents can expect a voice mail and/or text message from the school through our MSP Communication System.

If there has been no message by 7:45 a.m., assume school is open.

If driving conditions appear unsafe in your area, please keep your child home and bring him or her to school when conditions improve.

AIR QUALITY: The decision to close school due to poor air quality will be made carefully keeping in mind that our buildings have state of the art air filters and students can remain indoors. St. Rose will follow the guidelines set forth by the Sonoma County Office of Education in the Spring of 2021.

CELL PHONES & SMART WATCHES

Cell phones and Smart Watches (defined as any personal device with internet capability) are an unnecessary temptation for students to have at school. Our policy is that students are not allowed to use cell phones or smart watches at any time during the school day, while on campus. We realize in today's world they offer an added sense of security to parents, but it is important for parents to understand they will not be able to communicate with their child during the school day through any 'smart' device, including after school while waiting to be picked up or at an after school event on campus. Only with staff permission may a student use the cell phone.

If a student brings a cell phone or Smart Watch to school, they must be silenced and given to the teacher for safekeeping until school is dismissed. Because some Smart Watches have phone & internet capability, Smart Watches should not be worn to school. If your child needs to contact you during the school day, it must be done through the office with permission from the teacher. If you have given your child a cell phone please reinforce these rules with them. There are consequences for unauthorized cell phone use.

Due to the temptation of unauthorized text-messaging, parents of students in Grades 4 – 8 must complete a form stating their intentions. If you choose to allow your child to bring the cell phone to school, it will be collected each morning by the teacher and returned to the student at dismissal. Students may not use the phone during dismissal, unless they have permission from their teacher or staff member. **Our preference is for parents to agree that the cell-phone not be brought to school on any day.**

SOCIAL MEDIA

Many children spend time connecting with friends and acquaintances after school hours on social media platforms. When these interactions become hurtful to other students, it becomes necessary for the school to investigate and apply disciplinary measures. We respectfully request that parents monitor and limit their children's use of social media.

EDUCATIONAL TECHNOLOGY POLICY / INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

Due to the increased use of Internet and other digital platforms for educational use, we would like to highlight the school's policies and responsibilities for parents to review. St. Rose School integrates a variety of educational technology tools into the curriculum, through Google Classroom, and other digital platforms and tools. Students and teachers may utilize these digital platforms on a computer or device with internet access, either at school or at home. This may include video conferencing, i.e.; Zoom, and other digital platforms such as; Freckle, ThinkCentral, and IXL. There may be times when the teacher records for the purpose of documentation of instruction for a teacher or principal's review. Use of these applications and digital platforms will be based on grade level and curriculum.

The school does not supply take home devices for students to use, unless in an emergency or distance learning situation. Students should have access to a working family computer at home for research and a working printer for printing documents.

RESPONSIBLE USE GUIDELINES

STUDENT RESPONSIBILITY

Along with technology opportunities comes responsibility. Student use of digital platforms will follow the expectations and disciplinary action as outlined in the Parent / Student Handbook. Although the apps can be accessed outside of school, use of school-issued student accounts or devices is bound by the same rules and guidelines as when the student is at school. Use of the account should always be for educational purposes only. Students may not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive or otherwise illegal material. Students are regularly instructed in an age appropriate manner as to proper behavior on the internet. Students must adhere to the copyright laws and unethical or illegal activities will not be allowed. Internet privileges will be revoked for those who violate the educational intent of Internet access.

Recording classroom activities on any device is prohibited, without teacher has given permission. Taking photos of students or staff while on campus is prohibited without prior permission from administration.

SCHOOL RESPONSIBILITY

Student accounts created by St. Rose School are used for educational purposes only. Internet safety education will be included as part of introducing web based tools to students. In school teacher supervision and school content filters are used to prevent access to inappropriate content and to ensure that student use of the digital tools follows the acceptable use policies of St. Rose School and the Diocese of Santa Rosa. Student's school accounts and devices can be accessed and checked by school personnel at any time.

PARENT / GUARDIAN RESPONSIBILITY

- Parents/Guardians assume full responsibility for the supervision of Internet use outside of school.
- Parents/Guardians are encouraged to discuss family rules and expectations for the Internet and social media platforms.
- Parents/Guardians are asked to discuss and reinforce the expectations listed in the Student Responsibility section, and are encouraged to report any evidence of cyberbullying or other inappropriate use to the school.
- We encourage direct parental supervision of student internet use at home.
- School issued Chromebooks remain the property of St. Rose School.

If a student brings home a school issued Chromebook for homework use, or in the event of an emergency, for distance learning, the student and parents/guardians understand it is on loan, and is to be returned in good condition.

- Junior High parents sign on to purchase a school sponsored Laptop when entering 7th grade, for students to use through 8th grade. The school manages and maintains the laptops, and all 'Responsible Use Guidelines' apply to their use, until 8th grade graduation or the student leaves St. Rose School.

Any use in violation of any local, state or federal law is also prohibited and is a breach of the terms and conditions of school policy. Also, any commercial use of the Internet at school is forbidden. It is strongly advised that parents closely monitor their children's activity online as inappropriate student use of Internet even while they are not at school can result in severe consequences.

SAFE KIDS CURRICULUM

Teachers provide grade appropriate lessons prescribed by the diocese that are designed to teach children safety from predators. In addition, the school counselor provides lessons in such things as anti-bully tactics, internet safety, kindness and empathy.

SAFE ENVIRONMENT/VOLUNTEER POLICY - Fingerprinting and Background Checks

The Diocese of Santa Rosa requires all volunteers who have regular contact with our students to comply with our Volunteer requirements. All volunteers must be FINGERPRINTED and complete a Safe Environment course on-line. Once your background check is complete and you've completed the online training, you are good to volunteer for many school activities and events, i.e.; a classroom help, Room Parent, yard duty, hot lunch assistant, a field trip driver/chaperone, sport coach, or in any other volunteer capacity that has contact with children. Please call the school office to get the required information for your background screening form and receive the Safe Environment training information.

PARENT/VISITOR POLICY

All parents or guests visiting or volunteering at school during the day must stop by the school office first to check in and receive a visitor's pass upon arrival and departure. The purpose of this policy is school safety and security. It also enables the school staff to locate you when necessary. **ALL parent volunteers who frequent our campus must follow this procedure. It is a safety and liability issue. We must know who is on our campus at all times.**

MOVIES & VIDEO STREAMING

Diocesan policy dictates that only G-rated theatrically released movies may be shown without parental permission. Each fall the teacher will send home a list of PG rated moves that may be shown in the classroom in order to solicit parent approval. PG-13 rated movies will not be shown.

CODE OF CONDUCT FOR SCHOOL WORKERS
*DIOCESE OF SANTA ROSA CODE OF CONDUCT FOR DIOCESAN PERSONNEL IN MINISTRY
OR IN PASTORAL COUNSELING WITH CHILDREN AND YOUNG PEOPLE*

MINISTRY WITH MINORS

1. Minors are to be considered as restricted individuals. That is, they are *not* independent. Wherever they are and whatever they do must be with the explicit knowledge and consent of their parents or guardians. They are not adults and are not permitted unfettered decisions.
2. Clergy, religious, employed personnel and volunteers are to avoid all situations which place them in a position to be alone with a minor in the rectory, school or in a closed room except for a priest when hearing confessions in the confessional.
3. In meeting and pastoral counseling involving a minor, excluding the Sacrament of Penance (Confession/Reconciliation), the presence or proximity of another adult is encouraged. However, where the presence of another adult is unusual or not practical (piano lessons, disciplinary meeting with an administrator, etc.):
 - Another adult should know the meeting is to take place
 - The meeting place is accessible, not secluded, well-lit with clear lines of sight into the room
 - The door must be open unless there is a clear window in the door of the meeting place.
4. An unaccompanied minor is allowed only in the professional section of the rectory or parish center, but never in the living quarters.
5. Minors, age 16 and over, are permitted to work in the rectory, parish residence, school or parish facility, if two adults (over 21 years old) are present. Minors under age 16 are *not* to be hired to work in any capacity for a parish, school or diocese.
6. All adult participants in ministry with minors must comply with all diocesan safe environment policies. Clearance should be verified by the Safe Environment Coordinator for the parish/school/agency of the diocese.
7. At least two adults over the age of 21 (and one the same sex as the participants) must be present when a group of minors engage in organized events or sports activities.

Note: A young adult between the ages of 18 and 21 is not permitted to supervise minors; however, under the supervision of an adult over the age of 21 he or she can participate in a supervisory capacity.

8. Clergy, religious, employed personnel and volunteers must avoid being the only adult in a bathroom, shower room, locker room, or other dressing areas whenever minors are using such facilities.
9. Youth trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same sex as the young people. Larger groups must have at least one adult chaperone for every eight to ten minors.
10. While on trips or program activities, the adults as well as the minors may not use alcohol or controlled substances, and anyone under the influence of such substances cannot participate.
11. While on youth trips, clergy, religious, employed personnel and volunteers are never to stay alone overnight in the same motel/hotel room with a minor or minors. One adult alone is not to engage in an overnight trip with a minor or minors.
12. The sacristy door is always to be open whenever minors are present within the sacristy.
13. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.
14. Topics or vocabulary, such as profanity, cursing, or vulgar humor, which could not comfortably be used in the presence of parish/school administrators, parents/guardians, or another adult, are not to be used in the presence of a minor/minors.

15. Clergy, religious, employed personnel and volunteers are absolutely prohibited from serving or supplying alcohol, tobacco products, controlled substances or pornographic or other inappropriate reading materials to minors.
16. Audiovisual, music (including its lyrics), internet, and print resources must be screened prior to use to ensure their appropriateness for the participants. It is not appropriate to use an "R"-rated movie without explicit written parent permission. Movies with a stronger designation are forbidden.
17. Careful boundaries concerning physical contact with minors must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.
18. Clergy, religious, employed personnel and volunteers must refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardian and the pastor or administrator.
19. It is never appropriate to require children and young people to keep "secrets" from their parents, police, etc. under threat of physical harm, "punishment by God", or any other threat.
20. The use of social media or electronic communication (for example Facebook, Instagram, Snapchat, texting, emails etc.) should comply with all applicable state laws and follow appropriate boundaries. Any communication with minors via social media should be with the express permission of parents or guardians and pertain strictly to those things related to ministry.
21. No pictures of, or personal information about minors may be posted on the internet without the express written permission of their parents or guardians.
22. Should an emergency situation arise that involves a minor, appropriate authorities are to be contacted.

PASTORAL COUNSELING WITH MINORS

1. Pastoral Counseling must take place only in the professional portion of a rectory or parish facility, never in the living quarters.
2. Offices or classrooms used for pastoral counseling must have a window in the door, or the door must be open during the counseling session.
3. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session.
4. If counseling is expected to extend beyond one session with a minor, evaluation of the situation should be made with the parents or guardians.
5. Clergy, religious, employed personnel and volunteers are responsible to recognize any personal/physical attraction to or from a minor. In such a situation the minor should be immediately referred to another qualified adult or licensed profession.
6. The Sacrament of Penance (Confession/Reconciliation) must be celebrated in the confessional or reconciliation chapel or at the designated station during a penance service.

Clear violations of the Code of Conduct with minors outlined herein, must be reported ***immediately*** to the appropriate parish, school, civil and diocesan (*Director for the Protection of Children and Young People*) authorities, in accordance with civil law and this diocesan policy.

Diocesan Policy Regarding Harassment of Students

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

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

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

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

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

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

Rules

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

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

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

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

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

Complaint Procedure

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

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

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

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

St. Rose Policy

At St. Rose, we are working diligently to eliminate negative behaviors such as teasing, bullying, threats, foul language, gossiping and spreading rumors, purposely excluding others, and physical aggressiveness. When teachers and adults in charge become aware of this behavior, it will be investigated and consequences will be given. Excuses such as *I forgot, I was just joking, I didn't mean it, and everyone else is doing it* will not be accepted.

TRAFFIC FLOW & PARKING

PARKING and TRAFFIC

St. Rose Parents may park in any designated St. Rose Visitor parking space OR along the first row of spaces in FRONT of the Cardinal Newman football field. The covered parking spaces and adjacent lots are designated for Cardinal Newman students, faculty & staff only.

Some important tips:

- **ST. ROSE FACULTY PARKING LOT: NUMBERED SPACES 1-31 are assigned to St. Rose faculty & staff. Please do not park in those spaces during school hours.**
- There is overflow parking across the highway at Trione Park.
- **Please don't ever double park, or park in the red zones. The 'Fire Lanes' must be kept open at all times.**
- Angela Drive is a private road. There is absolutely no parking along Angela Drive and there is no entrance or exit from our campus during school hours.
- We are aware that there is very limited parking for St. Rose families during school hours. We appreciate your cooperation and patience with the situation.
- **PLEASE SHARE THIS INFORMATION WITH ALL ADULTS WHO WILL BE COMING TO OUR CAMPUS**

THE TRAFFIC CIRCLE – is a loading zone only between 7:30-8:30am & 2:30-3:30pm.

Please, do not under any circumstance, park in the circle during drop off or pick up times or leave your car unattended. We would prefer that you never park in the circle, but if just running in when you need to drop off or pick up something from the office during the school day is OK, but NOT during drop-off or pick-up.

MORNING DROP OFF AND ROUTINE

- School begins at 8:10 AM
- Students may not arrive before 7:45 AM.
- All children should be dropped off in the traffic circle.
- Students will enter campus through the main entrance gate and go to the playground.
- Students will line up with their class at the 8:07AM bell. Teachers will come outside to get their class.

RAINY DAYS: students will enter through the front doors and go directly to the classroom.

Parents of Kindergarten and First grade students are encouraged to let their children walk onto campus without parental help after the first few days of school.

Parents who walk their children onto campus in the morning must be mindful of the PARKING procedures and rules. Do not park in the SR faculty parking lot or in a covered parking space at CN.

NEED TO SPEAK WITH THE TEACHER? We ask that parents not drop in unexpectedly in the morning to speak with a teacher. If you need to speak with a teacher, please connect with them via email to schedule an appointment.

Each school day begins at 8:10AM with school wide prayer and morning announcements in the classrooms. Please make every effort to have students to school on time.

EARLY MORNING CARE

Early Morning Care is available for an annual fee per student. Pre-registration is required. Registered students can be dropped off between 7:15AM – 7:45AM. Morning Care will be held in the YMCA room. (Next to Science lab) Morning Care students will enter through the school front doors, down the hall and out to the YMCA room.

NOTE: Students and Parents may ONLY enter campus thru the front of the school, from the traffic circle. There is no entrance from the back of the building.

DISMISSAL / AFTER-SCHOOL PICK UP

Staggered Dismissal times on regular school days:

- Kindergarten: 2:30 P.M.
- 1st – 4th Grades: 2:40 P.M.
- 5th – 8th Grades: 2:50 P.M.

Minimum school days: 12:30 P.M. Dismissal for all students.

This is a busy school campus at the end of the day. Parents should be mindful of the amount of traffic and congestion that can occur during dismissal and plan accordingly. Sharing a campus with 2 high schools requires us all to exercise patience and safe driving practices.

RIGHT LANE ONLY for drop-off and pick-up of ALL students.

- Do not by-pass cars or cut inline in the traffic circle.
- No parking in traffic circle. Do not leave your car unattended.
- Be patient. Be kind.

DO NOT ARRIVE BEFORE YOUR OLDEST CHILDS DISMISSAL TIME.

- Youngest children without siblings are to be picked up first.
- There is no early parking in the traffic circle to wait for a later dismissal. Only Kindergarten families should be in the traffic circle at 2:30 P.M.
- You will be asked to move and continue looping around if your child's class has not dismissed.

IT REALLY IS BEST IF PARENTS OF 5th – 8th STUDENTS ARRIVE ON CAMPUS BETWEEN 2:50-3:10PM

You will find traffic will be flowing much smoother if you arrive on campus between 2:50 – 3:10PM.

All students shall be picked up in the traffic circle.

Students who walk home or take the bus: Parents please notify the office if your child is walking home, taking the bus or riding a bicycle home after school. There are certain paths we will instruct students to take for the safest exit from campus.

- Students are not allowed to walk over to Cardinal Newman to wait or to meet older siblings.
- Students are not permitted to walk through the Cardinal Newman campus or hang out there after school without parent supervision.

LATE PICK-UP NOTICE

Parents will be billed on their Smart Tuition account \$30 per 15 minutes late if a student is not picked up by 3:15 PM. One (1) grace period will be given. If you think picking up on time will be problematic, please register for YMCA afterschool program.

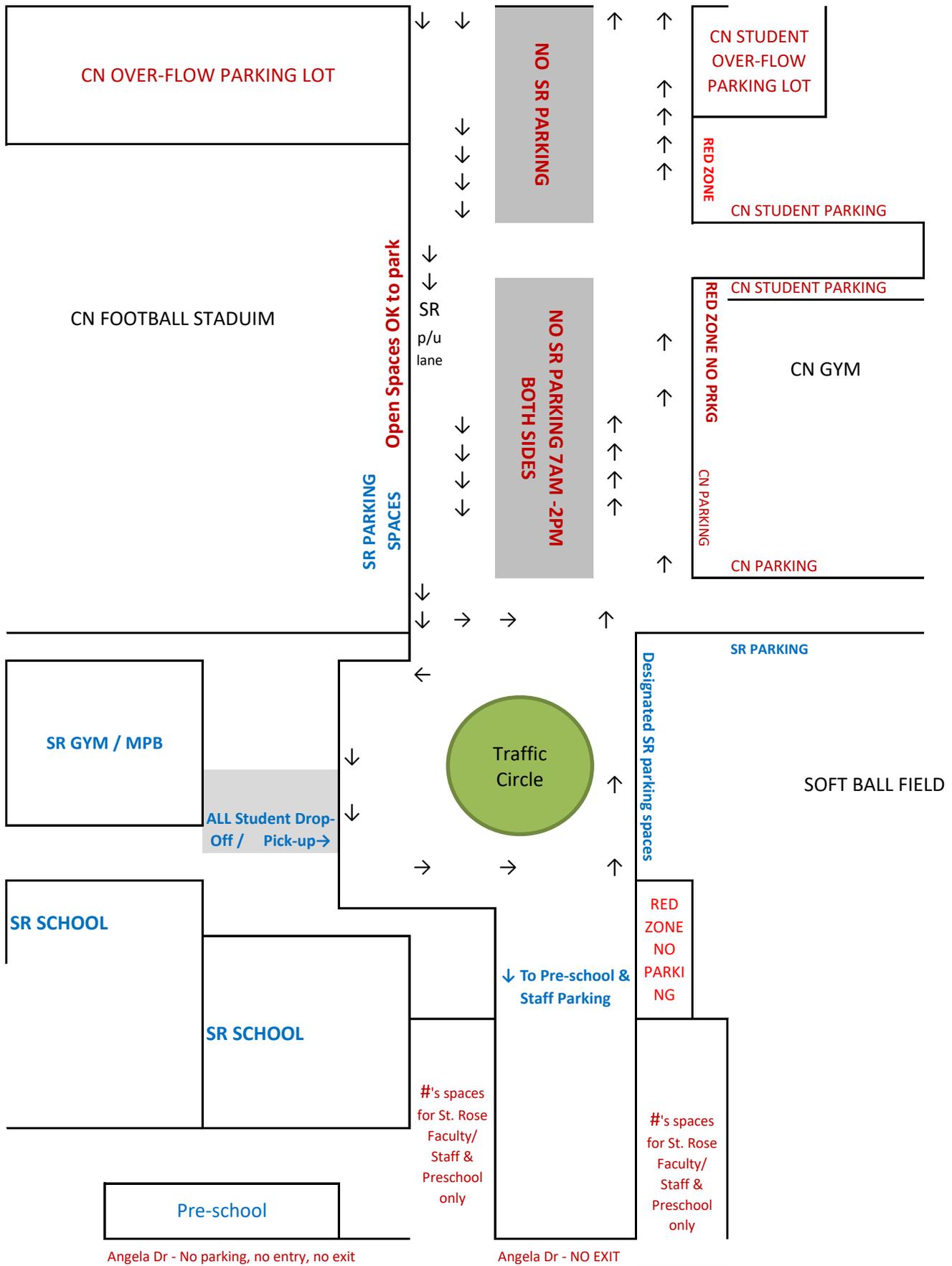
NAME PLACARD

We give each new family 2 name placards at the beginning of the year. **The placard should be visible in your front windshield by clipping to the PASSENGER SIDE visor.** Using the name placard really helps us to identify kids to cars and makes for an efficient pick-up process. We appreciate your cooperation.

YMCA AFTER-SCHOOL PROGRAM

Students registered to attend the YMCA afterschool program will go directly to the YMCA room at dismissal.

Please see Traffic Flow Map on next page.



FIELD TRIPS

Field trips are permitted to supplement and enhance curriculum and are planned with the principal. Field trips are privileges afforded to students and participation may be denied if a student does not meet academic or behavioral requirements. Permission slips are provided by the office and are sent home at least 2 weeks in advance.

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

- 1. All parent chaperones and drivers must complete the Volunteer / Safe Environment requirements.**
2. Whenever feasible, buses will be chartered for student field trips that take place outside of Santa Rosa.
- 3. If carpools are used, drivers must adhere to guidelines set forth by the diocese, including providing proof of the required insurance coverage and current CA driver's license.**
4. INDIVIDUAL SEATBELTS MUST BE WORN AND STUDENTS MAY NOT BE TRANSPORTED IN SEATS EQUIPPED WITH AIRBAGS.
- 5. Children under the age of 8 must be secured in a car seat or booster seat in the back seat, which the parents must provide.**
6. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)
7. Trips should be within a 60 mile radius of the school.
8. Ordinarily, classes are limited to one paid bus trip each year.

If the permission slip issued by the office is lost, parents should request a replacement. Handwritten notes will not be accepted, nor will verbal permission over the phone.

Students who do not have a proper form signed may not attend the field trip.

END OF YEAR PARTIES

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

STUDENT ACCIDENT INSURANCE

The yearly registration fee provides coverage of students during school hours and school related activities. Pamphlets describing coverage by Myers Stevens Insurance Company of California are sent home the first week of school. If your child should ever get hurt at school, claim forms are available in the school office upon request. Filing an insurance claim may help you with out-of-pocket expenses related to the injury.

STUDENT PRIVACY / SCHOOL PUBLICATIONS & WEBSITE / PHOTO'S/ VIDEOS / AUDIO RECORDINGS

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

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

OTHER GENERAL PROCEDURES / INFORMATION

PET POLICY

Dogs are not allowed anywhere on the St. Rose or Cardinal Newman campus. Many of us in the St. Rose School Community have beloved pets. It is only natural to want to introduce them to friends and classmates. **Please leave your pet in the car when picking up your children.** Pets are not allowed on campus without prior permission from school administration.

Only certified service dogs are allowed in our school gymnasium during any event.

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

SCHOOL LUNCH

All students are required to have a lunch each day. On minimum days, students going to after-school care are required to bring a lunch. **Glass bottles or containers are not allowed.** Please send items in containers or packaging that your child can manage opening and closing on their own. Please reinforce with your children never to share their food with others or to eat food brought by another student.

The school contracts with an outside provider for lunch service for 1st through 8th grade students. Lunches are ordered in advance. Parents will be able to pre-order lunches online. Students who have not pre-ordered lunch should bring a lunch from home as **drop-ins are not permitted.** Lunches are made based on the pre-orders.

JUNK FOOD

We are working to make students more conscious about healthy food choices and want to limit the amount of sweets and empty calories that students consume at school. Please do not send candy or highly sweetened foods or drinks. **CARBONATED DRINKS OF ANY KIND ARE NOT PERMITTED. No beverages in cans or glass bottles.** Juice box or pouch, water in plastic water bottle or reusable NON breakable water bottles are preferred.

LUNCH TIME SUPERVISION

Lunch time supervision is provided by teacher aides and who are here daily. Students are expected to show the same respect to the yard duty staff as they do to the teachers. The rules during play time are based on safety and respect. There is also a rule against excluding classmates from play.

AFTER-SCHOOL CARE PROGRAM (Grades 1st – 8th)

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

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

KINDER-CARE

Kinder-care, a separate afterschool care program for Kindergarten students, is available for an annual fee. Kinder-care is not a drop in program. Kindergarten parents must pre-register and pay a one-time annual fee.

BOOKS

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

LOST and FOUND

Misplaced/lost clothing and other articles with names on them may be reclaimed before or after school or during recess and lunch in Lost and Found located in the hallway. After a reasonable length of time, unmarked clothing/items will be donated to a charity. Articles that are labeled with the child's name are returned to them as soon as possible.

CLASSROOM INTERRUPTIONS

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

BIRTHDAY INVITATIONS

Teachers would prefer not to be responsible for sending invitations home. If asked to do so, it is at the teachers' discretion and parents must assume the risk of an invitation not getting home. The best way to send invitations is through by email evites through parent email addresses. Parents should use the school directory to communicate with other families. If your teacher agrees to do so, invitations must be sent to every child in the classroom, or all girls or all boys, no names on the invitation.

CLASSROOM TREATS

Birthday treats are permissible in some classes. Some teachers prefer to do a monthly birthday celebration to acknowledge birthdays. **Parents must contact the teacher several days in advance to schedule the day to bring treats. Nuts and seeds of any kind are not allowed.** Consideration should be taken for students with food allergies who may need a special treat. **Please use discretion in selecting treats, avoiding large portions and extremely high sugar content. Simple birthday treats, bite size, easy to manage is preferred. All treats should be brought to the school office not the classroom. The teacher will choose the best time of day to be distributed.**

GIFTS / GOODIE BAGS

Birthday goodie bags or 'party bags' are not permitted. This is something that should be done outside of school. To avoid misunderstandings or hurt feelings, please do not bring gifts for other students to school. Gift exchanges should be done outside of school.

BALLOON and FLOWER BOUQUETS

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

5th GRADE ENVIRONMENTAL CAMP

Most years, St. Rose 5th grade will attend a five day environmental camp. The camp, which is part of our fifth grade curriculum, is held in Occidental during a week in early spring. The students live in cabins with a parent chaperone during their stay. The fifth grade teacher attends and there are resident teachers and naturalists who run the program. Besides reinforcing science concepts, the program also helps students grow socially, emotionally, and spiritually. There are fundraising opportunities which help parents defray the cost of camp fees.

STUDENT COUNCIL

St. Rose has a very active student council. Its mission is to inspire leadership, promote school spirit and service to others. The council is made up of nine officers and ten classroom representatives. Students in Grades 6 – 8 may serve as officers. The President, Vice-President and Secretary must be in 8th grade during their year of service. Each spring, students who would like to serve complete an application detailing their desire to serve and how they think they can contribute to the council's mission.

To be qualified to apply for office, students must have a satisfactory conduct grade in all classes and a "B" average. (If a student has a "C" average, the application is reviewed and permission may be granted.) To be appointed, students must have a pattern of regular attendance and punctuality.

Appointments are made by the Principal and student council moderators through consultation with the entire faculty. Students who hold council positions are expected to maintain satisfactory marks in effort and conduct during the school year or they may be asked to give up their position.

PARENT ORGANIZATIONS: There are three parents' organizations:

- **St. Rose Parent Association** includes all parents of our school children. Its purpose is to support the education of their children through service, fundraising and social activities. All parents are invited to attend PA meetings which usually take place on campus, on the first Tuesday of the month at 6:30 PM.
- **St. Rose Dads' Club** when active, is open to all the fathers & grandfathers of our school children and alumni dads. It is a social organization that also supports the school through service, camaraderie and fundraising.
- **St. Rose Moms Club** when active, is a social organization for our moms that support the school through camaraderie and fundraising.

POLICY on ALCOHOL at SOCIAL EVENTS

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

PRINCIPAL'S ADVISORY COUNCIL

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

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

SERVICE HOUR OPPORTUNITIES

Parents who indicate on their tuition contract to complete 25 service hours annually will receive a tuition discount. Not completing 25 service hours annually will result in your family being charged the applied discount at the end of the school year.

There are many opportunities throughout the school year for parents to earn hours. It is important to note that any on campus activity or event when students are present, parents must be compliant with the Diocese volunteer policy before they can volunteer.

The Parent Association sponsors two major fundraisers:

- The Crab Feed
- Walk-A-Thon.

Every family is asked to support these important fundraisers. The proceeds from these events are used to keep tuition lower and to buy technology that supports student learning.

Below is a list of possible opportunities throughout the school year. Parents should always read the weekly newsletter for posted service hour opportunities.

- **Parent Association Events**

Committees / donations for Walk-a-Thon, Crab Feed, Halloween, Santa Store

- **School Events**

Picture day help, Holy Thursday, Room Parents

- **Athletic Program**

Coaching, scorekeeping, team parent

- **Performing Arts**

Choir Festival, Drama production – LOTS of help needed for school play!

EXTRACURRICULAR ACTIVITIES

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

- **MUSIC**

St. Rose offers a variety of extra-curricular activities in the area of Music, which may include instrumental band, bell choir, and vocal groups. Refer to the school newsletter for posting about upcoming opportunities.

- **PERFORMING ARTS**

A musical theater production is presented in the spring. Students audition for the lead roles. All students who are willing to make a commitment and attend rehearsals regularly will be given parts. There are also many behind the scenes leadership roles for students.

- **AFTER SCHOOL SPORTS PROGRAM**

St. Rose School is a member of the North Bay Catholic School Athletic League. Every child who registers on time will play on the team. Though we are a 'participation' league, we value hard work and we practice to be successful. We are proud of our program at St. Rose where we challenge children to step out of their comfort zone, work hard, and reap the valuable lessons learned playing team sports.

SPONSORED SPORTS:

Volleyball	Grades 5 – 8
Basketball	Grades 5 – 8
Track & Field	Grades K – 8

FINANCES

Tuition is determined annually, upon recommendation, by the Finance Committee and the Principal's Advisory Council. Aside from tuition assistance which requires a separate application, there are two opportunities for tuition discounts:

1. **Service Hour Discount** – Current Families who completed the required 25 hours of service the year prior are eligible for the a \$500 tuition discount. New families who agree to complete their hours their first year are eligible. Families who did not complete their hours the year prior will be charged the \$500 in May.
2. **Parish Scholarship** – Families who are certified annually by the pastor of their Catholic parish as active in that parish will receive a tuition discount of \$700. Criteria include regular Mass attendance, financial support and service.
3. **Multi-Child Discount** – Families with more than one child at St. Rose automatically receive a reduced tuition rate.

REGISTRATION FEES

Registration fees for each student are due at re-registration each year in April or when a new student is accepted. All K – 8th grade families are automatically re-enrolled for the next school year, unless the school has been notified in writing by March 31st. A non-refundable registration fee of \$450 is automatically added to the tuition statement for the month of April. April is a tuition payment-free month.

TUITION ASSISTANCE

Is based on need and is made possible with funding by several resources; The Baldocchi Scholarship Fund, The Knights of Columbus, The Young Men's Institute and other benefactors. A portion of the annual tuition income, limited to 5%, is added to this fund to provide tuition assistance to our families.

Families who apply for an adjustment are required to apply online with FAIR. Family participation in school and parish will be a strong consideration. The application process for financial assistance begins in early February through March for the next school year.

TUITION DELINQUENCY

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

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

INSUFFICIENT FUNDS/ RETURNED CHECKS

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

ACCOUNT INQUIRIES

Inquiries about tuition and financial responsibilities can be directed to our Business Manager, who can be reached by email at strosebusiness@sonic.net. SMART Tuition customer service is available 365 days a year/24 hours per day at (888) 868-8828.



ST. ROSE CATHOLIC SCHOOL

2021 -22 Tuition & Fees

ANNUAL REGISTRATION FEES \$450 per student

Registration fees include funds for books and materials, insurance, testing, Department of Education fees, class parties, yearbook, facilities repairs and other expenses. Registration fees are due with the Tuition Contract and are non-refundable

TUITION

First Student	\$8,650
Each additional Student	\$6,500

FAMILY TUITION DISCOUNTS

Parish Scholarship All Catholic families must complete and return Parish Scholarship Application form annually	\$700
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Service Hour Discount Families who complete 25 or more service hours in the school year are eligible	\$500
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OR

New Family / Service Hour Discount New families who commit to completing 25 service hours are eligible	\$500
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OTHER MISCELLANEOUS FEES

Additional fees are required throughout the year which is in addition to your annual registration fee. These fees will vary depending upon activity. Below is a partial listing of some activities or events which will require additional fees:

- Morning Care
- After-school Care (YMCA) / Kinder-care
- Music programs / Theater – Drama production
- Athletics – Volleyball, Basketball, Track & Field
- 5th Grade Environmental Camp / Class Field Trips
- Parent Association Events: Walk-a-Thon, Crab Feed, Fundraisers, etc.
- School uniform purchase
- Finance fees: Returned check fee, SMART Tuition late or failed payment fees.

INVOICING AND PAYMENT: St. Rose School uses Blackbaud SMART Tuition as its student billing and collections system. Families are requested to create a SMART account at the time of enrollment. Visit: www.enrollwithsmart.com