

SAINT ROSE SCHOOL PARENT/STUDENT HANDBOOK

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4300 Old Redwood Highway
Santa Rosa, CA 95403

www.strosecatholicsschool.org

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

Absence Line: (707) 545-0379 #1

Business Manager: (707) 545-3203

Counselor: (707) 978-0874

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

TABLE OF CONTENTS

Parent-Student Handbook	Page
Philosophy & Welcome	3
Student – Parent Code of Conduct	3-4
Student Learning Expectations	4
School & Ursuline Prayer	5
Admissions	6-7
Attendance & Daily Schedule	7-8
Health – Student Illness Policy	9-12
Uniform & Dress Code	13-16
Report Cards, Grading Scale & Assessment	17
Homework policy & guidelines	17
Awards	19
Discipline, Procedures for Resolving Issues	20-21
School Communication	22
School Counselor	23
Items that are Prohibited on campus	23
Fire, Disaster and Safety Drills	23
Student Cell Phones & Smart Watch use	24
Social Media Use Policy-Students & Parents	24
Educational Technology / Internet Acceptable Use Policy	25-26
Student Privacy / School Publications & website	26
Diocesan Personnel Code of Conduct	27-28
Diocesan Policy; Statement Regarding Harassment of Students	29-30
Traffic Flow; Parking / Drop-off & Pick-up routine / Map	31-32
 Other General Procedures / Information	
Text Books & Classroom Materials	33
Class Field trips / Student Accident Insurance	34
Childcare	35
Pet Policy, Lost & Found, School Lunch	35
Classroom Activities	36
Birthday Policy – invitations, treats, etc	36
Extra-Curricular Student Activities	36
 Groups and Organizations	 37
Student Council	
Parent Association	
Principal Advisory Council	
Safe Environment & Volunteer-Visitor Policy	38
Safe Environment – Volunteers	
Parent-Visitor Policy	
Service Hours	
Finances	
Tuition Discounts, Registration Fees, Tuition Assistance, Delinquency	39
Annual Tuition Fee Schedule	40
Policy Acknowledgement	41-42

PHILOSOPHY

St. Rose Catholic School is steeped in the teachings of Christ, Catholic traditions and a strong preparatory education. Our loving Christian community strives to educate the whole child, through faith based teaching, and strong academics. Our commitment to excellence in education was molded and formed by the Ursuline sisters in 1931, and continues today as does their motto of *Serviam*.

WELCOME!

The St. Rose Parent-Student Handbook is important to a private school as it spells out in detail our regulations and procedures. It is part of the contractual agreement between the school and our families by which all agree to abide and operate by. Particular attention should be given to the sections on Code of Conduct, Technology, school uniform requirements, lateness / absences and harassment policies.

We encourage parents to read through the handbook so you are aware of the regulations and policies in place, and discuss student-related items and parent responsibilities. The school administration reserves the right to update, modify or make changes to school policy at any time. Parents will be notified through school communication if changes are made. The St. Rose Parent – Student Handbook is available to parents in the school weekly newsletter at all times, as well as on the school website.

Student/Parent Code of Conduct

A necessary condition of continued enrollment at St. Rose School is that students behave in a manner, both on and off campus, which is consistent with the principles and Christian philosophy of St. Rose Catholic School (SRCS). These principles include, but are not limited to; any policies, principles or procedures set forth in our Parent-Student Handbook. It is also a condition of enrollment that the parents/guardians of each student adhere to these standards of conduct as determined by St. Rose School.

It is essential that students, parents, and school officials work together to ensure that each student receives a value-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, SRCS may find it necessary, at its discretion, to require parents/guardians to withdraw their children from the school.

Parents / Guardians, who send their children to SRCS, accept the judgment of the administration as final in matters of school policies. Parents are not involved in the day to day operations of the school, human resource matters or curriculum development. Parents who wish to be active in our school community are invited to participate in the St. Rose Parent Association, and to engage in social and fundraising opportunities.

Some conduct guidelines include the following:

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, SRCS expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, administrators, support staff, coaches, other students and parents.
- To avoid misunderstandings or unnecessary gossip among parents, it is always best to bring concerns directly to school administration, to schedule face to face meetings, or phone conversations. Parents/Guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. This includes, but is not limited to, the use of school directory to solicit or

express concerns with other parents in an attempt to create or which could create a hostile or a divisive environment, or the use of social media as a means to express any of the above.

SRCS may find it necessary, at its discretion, to require disenrollment of a family who uses social media, inappropriate use of school emails, or other disruptive, hostile or divisive means to express differences and / or disappointments with school regulations, policy or philosophy that cannot be resolved with the administration.

- These behavioral expectations for students and parents/guardians include, but are not limited to, all school sponsored events (e.g., athletics, field trips, fundraisers and parent events) as well as interaction with school staff and other SRCS students and parents at any time, on or off campus.
- Students are often judged on their behavior outside of school, and therefore, each student, whether in or out of school uniform and whether on or off campus, should conduct themselves in a manner consistent as a member of SRCS. Behavior that is deemed contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of SRCS makes a student subject to disciplinary action.
- Students and parent/guardians respectively who are present when wrongdoing is evident have an obligation to remove themselves immediately from the situation; otherwise, they share in the consequences related to such behavior. SRCS reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in disciplinary action, dismissal, suspension of a student, revocation of a parent/guardian privilege to attend or to participate in school activities, or disenrollment, depending on the severity of the offense.

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



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*

URSULINE PRAYER

*Gracious God,
Let us remain in harmony,
United together all of one heart and
one will.*

*Respecting each other, helping each
other, and bearing with each other
in Jesus Christ.*

*For if we try to be like this, without
any doubt, the Lord God will be in
our midst.*

Amen





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

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 (one trimester) 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

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.

Daily Schedule

Kindergarten – Grade 4 8:10 A.M. - 2:45 P.M.
Grades 5 – 8 8:10 A.M. – 3:00 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*

REPORTING STUDENT ABSENCES

Parents are to report their child's absence and to indicate the reason why the child is absent. Parents are to call the Absence Reporting line and leave a Voice Mail stating the child's name, grade and reason for 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. **HOMEWORK REQUESTS for students who are absent WILL NO LONGER BE ACCEPTED. SEE PAGE 17 FOR CLARIFICATION.**

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.

REQUESTS for EARLY DISMISSAL or RELEASE

Students are not allowed to leave school premises during the school day without parental permission and administrator 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 late will be required to meet with the school principal 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.

CN Policy regarding St. Rose students on the high school campus before or after school hours

St. Rose students are not allowed to be on the CN campus, before or after school hours, without adult supervision. SR students may not hang out or wait for parent pick-up on the CN campus, and if walking home, may not walk through their campus. This is an agreement made between the administrations of both schools.

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 dispense 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

If your child feels sick or has a fever, they should isolate at home and get a COVID test. If negative, they can return to school when feeling better and symptoms resolved; fever has been gone at least 24 hours without fever reducing medication.

If your child tests positive for COVID, please notify the school office for guidance. Your child must isolate at home for at least 5 days. Not before Day 5 after symptom onset or positive test should you test again. If negative, symptoms resolved, they may return to school, but must wear a mask for full 10 days. If they continue to test positive, they should remain in isolation the full 10 days or until they can test negative.

If a sick child is not tested, and there is not another diagnosis from a health care provider, the child should stay home for 5 days.

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 with a negative COVID test.

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 symptom or fever 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.

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.

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)**

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. If it is determined that your child has an active lice infestation, the parent will be called to come pick up the child and have the hair treated overnight before they can return to school. After receiving treatment, the child may return to school (2022).

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.

COVID: If your child tests positive for COVID, they should stay home and parents should notify the office as soon as possible to receive guidance before they can return to school. St. Rose School is obligated to follow all current California Department of Public Health guidance for K-12 schools. In addition, if anyone in your household were

to test positive for COVID, please notify the office for guidance to determine if your child is eligible to return to campus.

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

COVID & Public Health Issues

St. Rose will follow the guidance and recommendations provided by Sonoma County Public Health, and are required to follow guidance from the California Department of Public Health for K-12 schools, for any and all public health related issues; including required childhood vaccinations, and COVID or pandemic safety protocols.

School families will be kept updated on changes to guidance for COVID or any other public health issues through normal communication means; weekly newsletter, parent emails and text messaging.

SCHOOL UNIFORM / DRESS CODE

The students of SRCS have the honor of wearing a uniform to school. An important goal of a dress code is to teach children that, in the larger arena of life, different types of dress codes are appropriate for different settings. As representatives of SRCS, student appearance reflects upon the image and good name of the school. To that end, students in this academic setting are expected to be clean and neat in their personal appearance, observing standards of modesty and moderation. Ever changing styles of clothing and grooming, the different values of parents and students, and individual interpretations of what is acceptable school dress make judgment in such matters subjective. The school reserves the right to regulate against fads or fashions.

Parents / Guardians, who send their children to SRCS, accept the judgment of the administration as final in matters of school policies, including dress code for an elementary school environment. Dress code infractions can be noted by faculty or staff members on a daily basis during daily attendance. Uniform infractions will affect a student's Effort and/or Conduct grade on the report card, and will become a part of the student's official record.

Families should expect to invest annually into purchasing uniform items, between \$300-500+ per child. Respect for one self and others is also shown through personal appearance and neatness. All students are expected to reflect pride in their appearance and in the school by following uniform policies.

Students are expected to come to school appropriately attired including a neat, clean, and complete uniform. All clothing should be sized and fit appropriately. Some uniform items may require alterations for proper fit. It is the parents' responsibility to make sure their children are following the dress code and that clothing fits appropriately. As students grow, uniforms need to grow with them. An extremely faded sweatshirt should be replaced. It is expected that uniforms are kept clean, washed on a regular basis.

Students are expected to shower or bathe on a regular basis. 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.

Enforcement of Uniform Policy

It is the parents' role to see that their children arrive at school in the proper uniform and follow school dress code.

If a student arrives out of uniform or is not following the required dress code, it will be noted by the teacher or staff as part of the daily attendance routine.

Uniform infractions will be recorded and reflected on the student progress report and report card as part of your child's Effort and Conduct grades. Multiple uniform infractions may have other consequences, including but not limited to: being excluded from a Free Dress day, parents being contacted by principal.

If a student is not in proper uniform, the parent may be called to bring the appropriate uniform clothing.

SHOE REQUIREMENTS for ALL Boys and Girls

Solid black, white or grey, low or mid-top athletic shoe with laces or Velcro are to be worn daily.

All shoes may be solid white, solid black, solid grey, or a combination of solid color with white midsole / outsole is OK). **NO PATTERNS and NO OTHER COLORS. No colored logos**

Shoelaces must be solid color to match shoe color.

GUIDELINES for HAIR

GIRLS: No extreme hair styles or hair coloring permitted. No colored hair extensions, feathers or beads in hair. Hair must remain above the eyebrows – out of the face. Headbands must be 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 is permitted. No designs shaved in hair. No mustaches or facial hair.

NAME EMBROIDERY POLICY on sweaters, jacket and sweatshirt is available for a nominal fee through the uniform store. It is STRONGLY recommended that all students have their last name embroidered on all outer wear. St. Rose determines the placement and identification of name embroidery. Only the first initial and last name OR just the last name of the student is allowed. No nick names or other. Non-approved embroidery or screen printing on school uniform clothing is not permitted.

UNIFORM ORDERING INFORMATION

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

	K – 3rd GIRLS	4th – 8th GIRLS	ALL BOYS	7th – 8th BOYS ONLY
**SR Logo Polo Navy or Grey Worn Daily	Required	Required	Required	
** SR Plaid Jumper 2 Styles to choose. Worn Daily / Dress Uniform (Hem at top of knee)	Required			
** SR Plaid Skirt Worn daily / Dress Uniform (Hem at top of knee)		Required		
** SR Logo Navy Cardigan Worn Daily / Dress Uniform	Required	Required		
Bike Short Navy only. Required to be worn daily under jumper / skirt	Required	Required		
** SR Logo Navy Long sleeve V-neck sweater AND / OR SR Logo V-neck sweater vest. Worn Daily / Dress Uniform	Optional for girls. Worn w/ polo shirt. May not be worn for Dress Uniform	Optional for girls. Worn w/ polo shirt. May not be worn for Dress Uniform	Required	
Navy pants: cotton twill. No cargo pockets. No sweat pant material, elastic or drawstring waist. No banded hem. Worn Daily / Dress Uniform	Optional for girls. May not be worn for Dress Uniform	Optional for girls. May not be worn for Dress Uniform	Required	
Long sleeve button down Oxford dress shirt. White or light blue. Dress Uniform				Required
Tie – solid color appropriate tie to be worn with dress shirt for Dress Uniform				Required
White crew socks Required by all	Required by All students	All students- No lace, no logos	Plain, solid, white crew socks	NO other colors, no color trim
Shoes Solid black, white or grey athletic shoes required / daily	Required by All students	White midsole / outsole on solid black OK	LACES must be solid black or white to match	No color logos / No patterns or designs

ADDITIONAL UNIFORM / PERSONAL APPEARANCE INSTRUCTIONS

White undergarments or t-shirt may be worn under polo shirts, tucked in. No designs, colors or lace allowed on undergarments.

Appropriate hats may only be worn outdoors.

Non SR approved jacket or coat may be worn for warmth outdoors only

FINGERNAILS – must be kept neat, clean, trimmed & natural. FAKE NAILS & NAIL POLISH IS NOT PERMITTED.

Girl's nails may not be longer than ¼ inch from the tip of finger. Boys must be kept trimmed and no longer than the tip of the finger.

****Items noted may only be purchased through online uniform store.**

NEW Required P.E. Uniform	GIRLS	BOYS
**SR Logo P.E. T-shirt Grey	Required	Required
**SR Logo P.E. Shorts AND / OR SR Logo P.E. Track Pant	Required	Required

OPTIONAL UNIFORM ITEMS – not to be worn as Dress Uniform

	GIRLS	BOYS
**SR Logo Fleece Zip Jacket May be worn in the classroom	Optional	Optional
**SR Logo Crew Neck Sweatshirt	Optional	Optional
** SR Logo Navy Long sleeve V-neck sweater AND / OR SR Logo V-neck sweater vest.	Optional for girls. May not be worn for Dress Uniform	Required
** SR Navy Skort K-3rd girls ONLY	Optional for K-3 rd girls only. May not be worn for Dress Uniform	
Navy pants or Navy Walking Shorts: Cotton twill. No cargo pockets. No sweat pant material, elastic or drawstring waist. No banded hem.	Optional for girls. May not be worn for Dress Uniform	Pants Required Walking shorts Optional for boys

ITEMS NOT PERMITTED ON ANY SCHOOL DAY

- NO Sandals, dress or cowboys boots, Ugg style boots, sling backs, flip flops, Croc style or slippers
- NO Clothing with holes or rips. Cut-off jeans or shorts. Tight fitting, baggy or inappropriate short shorts
- NO Tank, halter or crop tops, sundresses, low cut, tight fitting, or see thru tops.
- NO JEWELRY: NO Facial or ear cartilage piercings. BOYS: earrings not permitted
GIRLS: only 1 piercing per ear lobe, earrings no longer than ½ inch. No hoop earrings.
- NO rings, necklaces, bracelets. Exception: Religious Cross or medallion necklace, no larger than 1 inch, no longer than 18 inches. NO SMART WATCHES. NO temporary or permanent tattoos.
- NO Extreme hair styles, color, extensions or designs etched in hair. NO wide or printed head bands, large bows or bejeweled hair accessories.
- NO Yoga pants or leggings. No tight spandex shorts. No sweatbands for head or wrist
- NO Make-up, fake nails or fingernail polish-ONLY NATURAL NAILS (Girls in 8th grade ONLY may have minimal natural make-up privileges that will be discussed by their teacher.)

REPORT CARDS / GRADING SCALE and ASSESMENTS

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+	101		
A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	62
C+	77-79	F	61 - below

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

SRCS reserves the right to determine, at its discretion, the disenrollment a student who is unable to be successful in the school's program due to academic, behavioral or attitudinal difficulties.

The decision regarding recommended disenrollment or transfer is made by the principal in consultation with the teacher, and parent, but ultimately, the school may make the final determination, whether the parent agrees or not.

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.

MISSED WORK DUE TO ABSENCE – HOMEWORK REQUESTS ARE NO LONGER ACCEPTED

Homework and / or missed work will no longer be available to pick up after school if a student misses class for any reason. Students, who miss school, will be given make-up work when they return to school, and will be given a reasonable amount of time to complete and turn in the missed work.

Work is never given to students in advance of vacations or planned missed days off from school. We ask that parents be mindful of scheduling extended trips or vacations during the regular school year. Missing school and school work can have a negative impact on your child's ability to stay caught up and up to speed, causes stress and worry for students who are then faced with the pressure of completing missed work in a short period of time, without the necessary instruction that they may have missed. Students are expected to attend school with the exception of illness or emergency family matters. [Pursuant to CA Education Truancy Code 48260.](#)

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.

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 St. Rose School 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 and correcting 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.

At the discretion of the school and depending upon the severity of a situation, parents may be notified of disciplinary action or of a situation that involved their child. Yet parents must understand that some situations are handled at school, with intervention, guidance and support, and parents may not be notified.

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 sending a note in through the Parent Communication envelope.

Email is a great tool for making appointments and asking or getting answers to quick questions, but other Issues and concerns are best dealt with face to face. All other concerns or 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.

Letters, phone calls and emails sent anonymously will not be considered.

St. Rose School administration will listen to the concerns of parents/guardians, who bring them to appropriate administrators or staff and as long as they have not done so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. This includes, but is not limited to, the use of the school directory to solicit or express concerns with other parents in an attempt to create or which could create a hostile or a divisive environment, or the use of social media as a means to express any of the above. SRCS may find it necessary, at its discretion, to require disenrollment of a family who engages inappropriate means to express differences and / or disappointments with school regulations, policy or philosophy that cannot be resolved with the administration.

DIS-ENROLLMENT / TUITION AGREEMENT / SCHOOL POLICY ACKNOWLEDGEMENT

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. Per the Tuition Agreement and School Policy Acknowledgment forms that are signed by parents annually, 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. In that event, the family shall have no further monetary obligations to the school under this contract from the date of the disenrollment 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.

SCHOOL 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 packing 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. It is very important that parents read the text messages and emails sent from the school.** 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

It is important to us that every child is happy at school. But sometimes things happen that can cause children worry, experience hurt feelings or other childhood woes. 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. Our school counselor is hands on in every classroom, working with every teacher, and we will do our best to handle issues that may arise with the utmost love and care. Every situation is handled in a 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. The school is not responsible for missing or lost money.

FIRE, DISASTER & SAFETY

St. Rose has a comprehensive emergency-disaster plan in place that is re-evaluated and updated as necessary, on an annual basis. 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 or office administration. 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: STUDENT & PARENTS

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.

We believe our families have chosen to send their children to a private school like St. Rose Catholic School, not just for our faith based, well rounded Christian education, but also for the small, safe, loving and caring environment that St. Rose provides. We foster open dialogue, encourage and support students and/or parents to bring concerns to the appropriate administration in a courteous and respectful manner to find common ground, resolve issues, or at minimal be heard, discuss and move on.

We ask our Students and parents / guardians to be mindful before spreading rumors or gossip about the school administration, faculty or staff, other students or parents, to be mindful before using social media as a platform to express disapproval or anger towards St. Rose School, it's administration or policies, and to be mindful before posting or spreading discourteous, scandalous, rumor-driven, threatening, disruptive, hostile or divisive posts or conversations with others. These actions could violate the terms of the Student / Parent Code of conduct set forth in each family's contractual agreement, and may be subject to disenrollment from St. Rose School at the discretion of the school principal or pastor.

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, Think-Central, 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.

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.

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 Do not arrive before your oldest child's dismissal time.

Staggered Dismissal times on regular school days:

- Kindergarten – 4th Grades 2:45 P.M.
- 5th – 8th Grades: 3:00 P.M.

Minimum school days: STAGGERED DISMISSAL – Do not arrive before your oldest child's dismissal time.

- 12:00PM K – 3rd
- 12:15PM 4th - 6th
- 12:30PM 7th-8th

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. 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 NOT ARRIVE ON CAMPUS BEFORE 3PM

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. A signed parental release form will be required before we will allow students to walk home.

- 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.

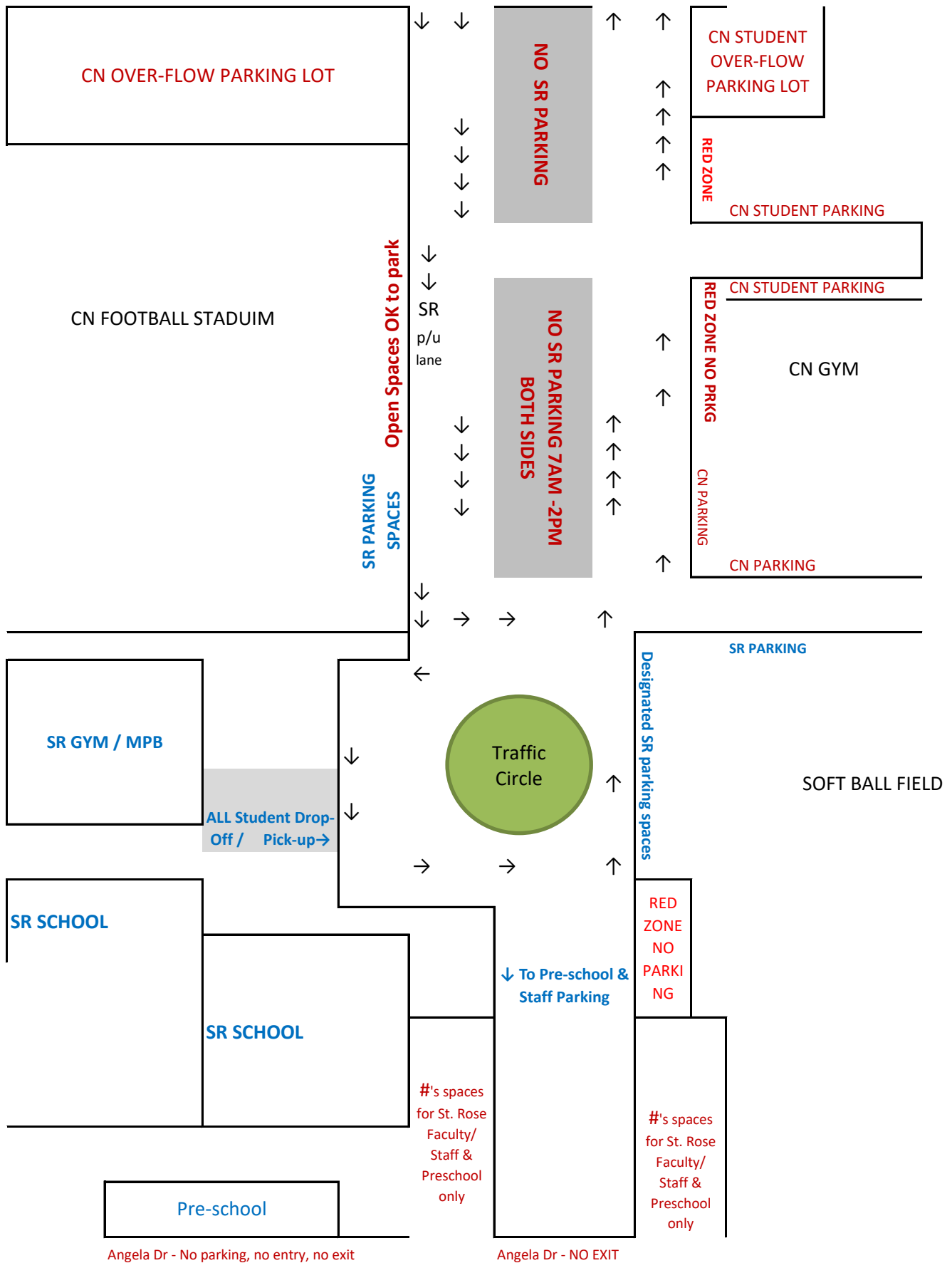
NAME PLACARD

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.



OTHER GENERAL PROCEDURES / INFORMATION

TEXT BOOKS & CLASSROOM MATERIALS

Students are responsible for the care of all books and school materials, including library books. It is recommended that textbooks and workbooks 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.** At the end of each school year, families will be asked to pay for damaged or lost books.

CLASS FIELD TRIPS

Field trips are planned by teachers and approved by administration following Diocesan guidelines for school trips. Parents/Guardians may not plan or facilitate class trips, or promote a class trip that is not approved by or sanctioned by school administration.

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.

5th GRADE ENVIRONMENTAL CAMP

When available and if feasible, 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 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.

AFTER-SCHOOL CARE PROGRAM (Kindergarten – 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.

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.**

LOST and FOUND

St. Rose School is not responsible for lost or misplaced items. Children should not wear expensive or cherished jewelry to school. Misplaced/lost clothing and other articles with names on them are always returned to the classroom. Nameless items will be placed on the lost & found cart located in the hallway near 2nd grade. Parents are welcome to come check the cart after school hours, between 2:45-3:30pm. Nameless items become available to others first come first served. After a reasonable length of time, unmarked clothing/items will be donated to a charity. We strongly recommend parents use the name embroidery option when ordering uniform items that qualify, and to put your child's last name inside garments, lunch boxes, backpacks, water containers, etc.

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.

WHEN AVAILABLE, 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.** A Juice box or pouch, water in a plastic water bottle or a reusable NON breakable water bottle is 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.

CLASSROOM INTERRUPTIONS

To minimize interruptions of the teaching/learning process, parents do not deliver lunches or other items to students in the classroom. Parents may drop off items in the school office which will be delivered at a time convenient for the classroom. Parents should send email notification and/or call the school office in the morning to request early dismissal. Not giving the school appropriate lead time to notify the teacher, and plan for your child's early release, may delay your child being released on time. A parent who enters campus to pick up their child must report to the school office. Staff will retrieve your student.

END OF YEAR PARTIES-EVENTS NOT SCHOOL SPONSORED

In many cases, parents plan an end of the year get-togethers 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 party hosts require every child who attends come with an adult chaperone. Special care should also be taken if the event involves swimming. We advise all parents to be cautious and be sure homeowner insurance is sufficient to cover any liability from hosting these kinds of events.

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 by sending email invites to 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. Because of food allergy issues, it is best to NOT bring homemade treats. Store bought, prepackaged or bakery made is preferred.

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.

EXTRACURRICULAR STUDENT ACTIVITIES

St. Rose School offers a variety of extracurricular activities, some offered before or after school hours. These MAY include:

- Music
- Performing Arts
- Athletics; 5th-8th Volleyball & Basketball teams, Track & Field (K-8)
- Student Council
- After School Spanish (6-8)

GROUPS AND ORGANIZATIONS

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 ORGANIZATION (SRPA)

The St. Rose Parent Association is a volunteer run group whose dedicated mission is to positively impact the lives of all St. Rose students and families. The SRPA primary function is to raise funds to assist in providing essential needs throughout the school. Through community engagement, fundraising events and activities, the goal is to build a strong and supportive community, raise funds and promote fun and positivity.

All school parents are members of the SRPA and are invited to attend meetings and to get involved. SRPA meetings will be posted in the school newsletter or on the school's daily Google calendar.

SRPA Organizational positions; Directors, Chairpersons, Secretary, Treasurer, Room Parent Coordinators and any other organizational positions, are appointed by the school administration and / or pastor. The school is always seeking those in our school community who have talents, connections and time to share, that can assist in creating fun and prosperous events for our community. Those who are interested in becoming more involved should email or contact the school principal.

SRPA members are made up of school parent volunteers, who are not involved in day to day operations, human resource matters or curriculum development.

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 a group of community members, appointed by the school Principal / Pastor, who discuss and advise the principal and pastor on a variety of issues including, facilities, Catholic identity, and long-range planning. 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 pastor.

SAFE ENVIRONMENT / VOLUNTEER – VISITOR POLICY

The Diocese of Santa Rosa requires all volunteers who have ANY contact with our students during any school sponsored activity, or who are on our campus while students are present, to comply with strict Volunteer requirements which include: All volunteers must be FINGERPRINTED, complete a background check and complete a pre-determined Safe Environment course on-line.

The schools Safe Environment Coordinator oversees volunteer compliance and monitors the process of the background check and online training. All volunteers must coordinate through the Safe Environment Coordinator. Information and directions for getting volunteer ready is always available in the weekly school newsletter and on the school website. All school employees and volunteers must re-certify every few years, determined by the Diocese. Re-certification only includes online training, not a new background check.

PARENT/VISITOR POLICY

All parents or guests visiting or volunteering at school must first stop by the school office 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.**

St. Rose School administration, faculty or staff, reserve the right to deny entry to any parent or person who is not compliant with volunteer requirements or who demonstrates hostility, anger or discourse towards a member of school staff or a student.

COVID: St. Rose is required to follow any State or local health orders. At the posting of this Handbook, CDPH has an active health order requiring K-12 schools to verify the vaccination status of all volunteers who support activities on campus or who work with or around students, during school sponsored activities. Unvaccinated volunteers will be required to provide a negative COVID test result weekly, before commencing any volunteer activity on campus, or around student during a sponsored activity.

UNDERAGE VOLUNTEER POLICY

High school students, 18 years and younger are not permitted to volunteer on campus. There are many administrative reasons for this decision. School administration makes the final determination regarding who comes in contact with our students during organized school activities. In addition, a young adult, age 19-24 would be vetted very carefully by administration before determining if they would be a good fit for our program. For those who are wondering about the Cardinal Newman CBSL projects, where seniors often come onto our campus for their service project, those students are not acting as volunteers. They are supervised by verified paid staff on both the CN and St. Rose campus and their involvement with our students is limited.

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 and not being eligible to receive the discount the following year.

We are grateful for the support of so many of our families who volunteer for the many activities and events at our school. Volunteer opportunities will be posted in the weekly newsletter as they arise or through email communication with parents.

Required hours can be obtained through donations of specific requested items needed for an event or specific purpose. A minimum donation value of \$25 is needed for each hour of credit. Providing a professional service or store bought items that benefit a school event (walkathon, field day, crab feed, father daughter dance, etc.) can be counted towards the annual parent service hour obligation. Only designated, requested items, delivered at the requested times, will be counted toward the service hour requirement.

Excess hours do not carry over to the next school year. It is the parents responsibility to keep track of and report service hours when due. The school reviews total hours per family throughout the year. Parent service hours must be completed and reported to the school office by May 30th.

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

2022 -23 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	\$8,950
Each additional Student	\$6,700

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:

- Before school Morning Care (\$100 annually per child)
- After-school Child Care (YMCA bills parents hourly)
- Music programs / Theater – Drama production (misc. registration fees apply)
- Athletics – Volleyball, Basketball, Track & Field (\$150 registration fee BB / VB)
- 5th Grade Environmental Camp / Class Field Trips (misc. fees apply)
- Parent Association Events: Walk-a-Thon, Crab Feed, Fundraisers, etc. (misc. fees apply)
- School uniform purchase (\$300-\$500+ annually per child)
- Finance fees: Returned check fee, SMART Tuition late or failed payment fees.
- Service Hour Fee: Families who do not complete the required 25 hours of service, will be billed \$25 per hour not completed at the end of each school year, in June. Families who do not complete service hours will not be eligible to receive the discount the following school year.

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

PARENT / STUDENT HANDBOOK POLICY

REQUIRED: IMPORTANT – Parent/Guardian Signature is required annually

All school parents are required to submit this policy acknowledgement form via the Essential Forms Packet sent electronically to all at the beginning of every school year. This policy is a continuation of the Tuition Contract signed by all parents annually.

ACKNOWLEDGEMENT FORM (COPY)

The St. Rose Parent-Student Handbook is important to a private school as it spells out in detail our regulations and procedures. It is part of the contractual agreement between the school and our families by which all agree to abide and operate by. Particular attention should be given to the sections on Code of Conduct, Technology, school uniform requirements, lateness / absences and harassment policies.

Parents are expected to read through the handbook so you are aware of the regulations and policies in place, and discuss student-related items and parent responsibilities. The school administration reserves the right to update, modify or make changes to school policy at any time. Parents will be notified through school communication if changes are made. The St. Rose Parent – Student Handbook is available to parents in the school weekly newsletter at all times, as well as on the school website.

Student/Parent Code of Conduct

A necessary condition of continued enrollment at St. Rose School is that students behave in a manner, both on and off campus, which is consistent with the principles and Christian philosophy of St. Rose Catholic School (SRCS). These principles include, but are not limited to, any policies, principles or procedures set forth in our Parent-Student Handbook. It is also a condition of enrollment that the parents/guardians of each student adhere to these standards of conduct as determined by St. Rose School.

It is essential that students, parents, and school officials work together to ensure that each student receives a value-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, SRCS may find it necessary, at its discretion, to require parents/guardians to withdraw their children from the school.

Parents are not involved in the day to day operations of the school, human resource matters or curriculum development. Parents who wish to be active in our school community are invited to participate in the St. Rose Parent Association, and to engage in social and fundraising opportunities.

Some conduct guidelines include the following:

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, SRCS expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, administrators, support staff, coaches, other students, and parents.
- Students and parent/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. This includes, but is not limited to, use of social media as a means to express any of the above. SRCS may find it necessary, at its discretion, to require disenrollment of a family who uses social media or other disruptive, hostile or divisive means to express differences and / or disappointments with school regulations, policy or philosophy that cannot be resolved with the administration.

- These behavioral expectations for students and parents/guardians include, but are not limited to, all school sponsored events (e.g., athletics, field trips, fundraisers and parent events) as well as interaction with school staff, administration and other SRCS students and parents at any time, on or off campus.
- Students are often judged on their behavior outside of school, and therefore, each student, whether in or out of school uniform and whether on or off campus, should conduct themselves in a manner consistent as a proud member of SRCS. Behavior that is deemed contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of SRCS makes a student subject to disciplinary action.
- Students and parents respectively who are present when wrongdoing is evident have an obligation to remove themselves immediately from the situation; otherwise, they share in the consequences related to such behavior. SRCS reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in disciplinary action, dismissal, suspension of a student, revocation of a parent/guardian privilege to attend or to participate in school activities, or disenrollment, depending on the severity of the offense.

St. Rose School reserves the right to update, revise, change or add to the policies, regulations and procedures noted in the handbook at any time. Parents will be notified via the weekly newsletter of any such changes as they occur.