

2018-2019
Parent/Student
Handbook



Saint Rose of Lima Catholic School

Pre-K Hours: 8:00-11:00 AM

K-8 Hours: 7:45 AM-2:07 PM

2072 Hamline Avenue North

Roseville, MN 55113

651.646.3832

www.mysaintrose.net

SAINT ROSE OF LIMA CATHOLIC SCHOOL
PARENT/STUDENT HANDBOOK
2018-2019

Preface

This **Parent & Student Handbook** contains information for the 2018-2019 school year. Policies and procedures at Saint Rose of Lima Catholic School are intended to serve and facilitate the best of traditional and contemporary education standards within a Catholic school environment. This handbook presents the core of our school's policies and procedures. It is advantageous for all students and parents to familiarize themselves with these general expectations. The administration of Saint Rose of Lima Catholic School reserves the right to interpret and modify the stated policies as the situation warrants or necessitates in the interest of the school as a whole. Please note that all policies are subject to change throughout the school year. If any changes should occur, school administration will provide parents and students with updated policies.

Families will receive information throughout the year via:

- Parent Directory
- *The Redhawk* (Weekly Newsletter)
- Friday Folders (Elementary teachers send home a weekly folder with information about your child, their work, and the curriculum.)
- Progress Reports
- Email Updates
- School Website

Mission Statement

The mission of Saint Rose of Lima Catholic School is to provide quality academic education, religious education, and faith formation for our students. It is our goal to prepare our children as lifelong learners who will grow spiritually and intellectually as responsible Christians and citizens of our global community.

Philosophy

At Saint Rose of Lima Catholic School:

- We believe in God's presence in each individual and the basic goodness of each person.
- We believe parents/guardians are the primary educators of their children. They should shape and develop their children's faith and potential through teaching, responsible modeling, and engaging them in family and social interactions.
- We believe in the important role of the Eucharist in our lives. We value Christ's presence and our responsibility to worship as a community in liturgical prayer.
- We believe in educating the whole person through intellectual, spiritual, moral, physical, and social development.
- We believe in an environment of Christian living and learning with a faith in God that nurtures students' self image and advocates acceptance of all people.
- We believe that through our ministry of teaching, healing, and comforting we are ambassadors for Christ and that we are a living sign of God's presence in our world today.

Accreditation

Saint Rose of Lima Catholic School is fully accredited through the Minnesota Non-public School Accrediting Association (MNSAA). Annual reports are submitted to maintain accreditation status. Every seven years the school undergoes an extensive self-study and develops a School Strategic Plan (SSP). During this seventh year a team of independent educators visits the school for a number of days to verify that Saint Rose meets all the standards for accreditation.

This accreditation assures that all stakeholders in the school are engaged in the process of strategic planning, that all staff are fully qualified and that the curriculum is reviewed and updated regularly.

Prayer Experiences

Each morning the principal and eighth grade students lead the school community in prayer, which is followed by classroom prayer. Students have additional opportunities for prayer throughout the day.

Our school community celebrates bi-weekly Masses on Wednesdays throughout the school year. Masses are held in church at 8:00 AM. Please check *The Redhawk* calendar for updated schedules. All are welcome!

Communication

Sean Slaikeu, Principal

sslaikeu@mysaintrose.net

Office Phone: 651.646.3832

(Principal's Extension: 1228)

Office Fax: 651.647.6437

Website: www.mysaintrose.net

Consistent, ongoing communication between home and school is critical to the educational success of your child. Phones are staffed every school day from 7:15 AM-2:45 PM. We attempt to answer all voice messages with 24 hours of receiving them. Many parents and teachers prefer using email. Although most days our email response time is a matter of hours, on occasion it may also take us up to 24 hours to respond. All our teachers have both voice messaging and email. Although their classroom phones are turned off while they are with students, messages can be left throughout the day. Teacher email addresses are their first initial, last name@saintroseoflima.net. Their e-mails can also be found on our school's website.

Our website, www.mysaintrose.net is a wonderful source of information for all our parents and prospective families. Click on the school link to find detailed information about all aspects of school life.

School Advisory Committee

The School Advisory Committee (SAC) assists the pastor and the principal in the governance of Saint Rose of Lima School. This committee is comprised of parents that are willing to advise and consult with the principal about the operations of the school. The main focus of this committee is to consult the principal in the following areas:

- Planning (establishing a mission statement, goals, future plans)
- Policy Development (formulating policies that give general direction for administrative action)
- Financing (including budgeting and policies for financial management)
- Development (including public relations, marketing, and long term school fundraising)

- Recommendations for the selection/appointment of the principal through the Search Committee
- Evaluation of goals and relationship of principal to Advisory Committee

2018-2019 Members:

Tamara Mans - Chair
 Tom Gahler
 Liz Halberg
 Lisa Jensen
 Alison Nicoli
 Amy Powers

Home & School Association

The Home and School Association provides enhancements to the curriculum that tuition does not cover. They are a community builder between the Home, School, and Teachers. This is all done through the volunteers that give so generously of their time and talent in so many ways.

All parents of Saint Rose of Lima students are members of this association and are encouraged to become involved in some way to support the efforts which benefit our children. Officers for the current school year are:

2018-2019 Officers:

Karen Wheaton - President
 Ali Cain – Secretary
 Jill Caspers – Treasurer

Members at Large:

Tara Kelly
 Katie Merriam
 Chelsea Sands

Booster Club

The Booster Club is a parent organization that uses all of the proceeds from its fundraisers to support the athletic programs at Saint Rose of Lima Catholic School, which includes providing equipment and uniforms to the different teams. The Booster Club also assists our Athletic Director in a number of ways. Most of the Booster Club board members also coach Saint Rose teams, and they host the Athletic Banquet each spring to honor our student-athletes and thank our coaches.

2018-2019 Officers:

Eric Figgins – President
 Roger Caspers – Vice-President
 Jim Hawkins – Secretary
 Mike Reindl – Treasurer

Board Members:

Eric Jensen
 Tom Molloy
 Chris Wheaton
 Lucy Wrede
 Tim Wurst

Admission and Enrollment

Admission

Saint Rose of Lima Catholic School admits students from various religious backgrounds, economic levels, academic abilities, racial communities, and ethnic backgrounds. Saint Rose School extends admission preference to families who are registered members of Saint Rose of Lima Catholic Parish, as well as the neighboring parishes of Corpus Christi and St. Cecilia.

Students at Saint Rose generally range from the average ability to the exceptional ability level. Students should be age five on or before September 1 to enter kindergarten and age six on or before September 1 to enter first grade. Roseville’s early entrance process could be considered for early entrance into kindergarten.

Enrollment

The school office begins accepting registrations for the following school year (September start) beginning in January of that same calendar year.

Registrations are accepted according to the following priority schedule. In case classes are filled, each registration within the enrollment class shown below will be given priority according to when the completed registration and registration fee were received.

- **Current Family Enrollment:** Families who currently have at least one child enrolled in Saint Rose School or Saint Rose Prekindergarten programs have the opportunity to register their children for the following school year prior to open enrollment. These families must be in "good standing", with tuition and other fees being current. Current family enrollment generally begins in late January.
- **Parish Family Enrollment:** Parishioners of Saint Rose of Lima, Corpus Christi, or Saint Cecilia parishes have the opportunity to register their children for the following school year prior to open enrollment. Parishioners registering under this category must be practicing and contributing members of their parish for at least six months prior to registration. Parish family enrollment generally begins in mid-February.
- **Open Enrollment:** All other families wishing to register their child(ren) at Saint Rose are welcome to submit their registrations.

Registration forms must be accompanied by the registration fee to be considered complete. Registration fees are non-refundable. Exceptions can be made at the administration’s discretion.

Class Size Policy

With the discretion of the administration the class sizes will be:

	<u>Maximum</u>	<u>Range to add up to a half-time teacher</u>
Kindergarten:	24	18-24
Grade 1-2	25	20-25
Grades 3-5	27	24-27
Grades 6-8	28	

Prekindergarten will maintain a maximum class size of 10 students per teacher.

Curriculum Services

Religious Education

As a Catholic School, our major and most enjoyable contribution to the education of our students is the delivery of the message of Christ through regularly scheduled religion classes and all school or grade-level liturgical services. The Religious Education Program provides sessions for sacramental preparation for the entire parish. The students and parents of Saint Rose School have the opportunity to attend these classes.

Religion is an integral part of our curriculum and Catholic and Christian values, doctrines, and teachings are interwoven across our curriculum. All students, Catholics as well as those of other faiths, are expected to participate in our religion program. Religion is also taught as a formal subject each day, and teachers are encouraged to begin each class with prayer. Religion teachers at Saint Rose are of the Catholic faith.

All students attend all-school Masses. In second grade our Catholic students are prepared for and receive the Sacraments of Reconciliation and First Eucharist. Students in grades three through eight participate in Reconciliation during Lent and Advent.

Art

An art curriculum has been developed to expose our students to many mediums. Saint Rose partners with Hill-Murray High School to provide this educational experience.

Band

Hill-Murray High School provides weekly individual and group instrumental instruction to enrolled students from grades 4-8. Concerts are given twice a year.

Computer

The computer program utilizes wireless, networked, computers with high speed internet access in the Mac lab. A computer classroom teacher provides quality exposure to computer technology to students in grades K-8, and Chromebooks are available for use in the classrooms.

Counselors

Our seventh and eighth graders have the services of a counselor from Roseville School for career and guidance counseling.

Health

The State of Minnesota provides funding for a nurse who is in our building part-time each week. The nurse provides vision and hearing screening as well as a screening for scoliosis. School health records are also maintained by the nurse.

Kindergarten

Our class sizes allow for quality interaction between students and the teachers at Saint Rose. Children are introduced to reading and math skills as well as to Christian life experiences. The main focus is on developing social skills with each other in preparation for first grade. Physical education, library, liturgical music, art, Spanish, and computer classes augment the program.

Library

Students in grades K-5, have weekly access to our library, and middle school students can access the materials as needed. Materials circulate on a weekly basis and are renewable. Promptness in book return contributes to class team effort, and personal responsibility. Many materials are donated by our students and Saint Rose families and friends. Contributors' names become a permanent part of our library records. In celebration of your child's birthday, you may want to donate a book to our library. Feel free to ask the librarian if you'd like a title suggestion. Your child's name will be inscribed in the donated book.

Music

Liturgical Music is taught in grades K-8. Secular and liturgical selections provide for musical skill development and opportunities for performances.

Physical Education

K-8 students participate in regularly scheduled physical education classes. Student in grades 5-8 are also invited to participate in extra-curricular athletics through the Catholic Athletic Association (CAA).

Sacramental Preparation

Our second graders receive the sacraments of Reconciliation and the First Eucharist during the second semester. Confirmation is received during the ninth grade.

Special Education Services/Tutoring

Saint Rose utilizes the special education services provided by the public school system. Students who are referred (by the teacher, parent, and Principal) may be assessed by the public school system to determine if they qualify for services. Title I and speech services are provided by the Roseville School District at Saint Rose as needed to work with students who qualify. Students qualifying for other services are bused to and serviced at area public schools during the school day. If a learning disability is suspected, the student's teacher and the Principal should be consulted with regard to specific requirements and procedures.

Saint Rose also provides in-school tutoring time to students in need of individual or small group tutoring.

Textbooks and Fees

Textbooks are furnished without charge to the student. All books should be covered and handled with care. A replacement fee will be charged for lost or damaged books.

Academic Support

Homework

Students in Grades 6-8 should have at least one to two hours of homework nightly. Time spent on assignments will vary from student to student. If there are evenings when students do not have as much homework as usual, they are encouraged to spend the allotted time reading. The great majority of work in the primary grades is done during class hours. If your child is having difficulty keeping up with classes or homework, please contact the teacher to discuss the situation. Our teachers will do the same if they feel there is a problem. Teachers will clarify how homework should be completed. Several large projects - term papers, speeches, projects, and the like, may also be assigned during a trimester. Grade 6-8 teachers coordinate the due dates for such large projects and attempt to avoid excessive overlap. Students and parents are encouraged to utilize Sycamore Education to track student progress.

Every effort is made to avoid homework over school scheduled vacations (e.g. Christmas and Easter). Tests are not scheduled to be administered on the day after an extended school scheduled vacation.

Work that is not completed satisfactorily in the time indicated by the assigning teacher will be given reduced or no credit as determined by the teacher. Teachers often provide extra time after school to help students.

After an absence, students are responsible for making up any missed school work. Upon returning to school, students should check with each teacher and with their classmates concerning missing assignments. Under ordinary circumstances, students are allowed one day per school day missed to complete missing work.

Tests

In grades 6-8, tests are given on a regular basis. Students should prepare for these tests at least ten to fifteen minutes every night and spend extra time on the material the night before the test.

Teachers in the lower grades test periodically in each curriculum area.

Students can expect unit/chapter tests in most subject areas every two to three weeks. Teachers make an effort not to schedule these tests on the same day, but this is not always workable. (e.g. end of the trimester).

Standardized Testing

North West Evaluation Association Measure of Academic Process (NWEA MAP) testing is conducted in the fall and spring of each year for students in Grades 2-8. Results are communicated to students, parents, and teachers.

Grading and Progress Reports

All students receive progress reports each trimester. Students in kindergarten through Grade 2 earn some or all of the following attribute grades: (Commendable) CM+, CM, CM-, (Satisfactory) S+, S, S-, (Needs Improvement) N, and (Improvement Shown) I.

Beginning in Grade 3, students receive letter grades which are subject to the following grading scale:

A	93-100%	B-	80-82%	D+	68-69%
A-	90-92%	C+	78-79%	D	63-67%
B+	88-89%	C	73-77%	D-	60-62%
B	83-87%	C-	70-72%	F	Below 60%

Beginning in Grade 6, students are subject to the following grade scale:

A	94-100%	B-	85%	D+	76%
A-	93%	C+	84%	D	71-75%
B+	92%	C	78-83%	D-	70%
B	86-91%	C-	77%	F	Below 70%

The above percentages may be modified slightly by the individual teachers.

Progress reports are issued after each trimester. Teachers can also issue mid-trimester reports, especially for students doing less than satisfactory work. It is incumbent upon the parents to track student progress online and check with their child's teacher if there are concerns about academic status during the school year.

Formal Parent-Teacher Conferences are scheduled for the fall and spring. Parents may contact their child's teacher(s) at any time during the school year to discuss their student's progress/academic standing.

Honor Roll

For students in Grades 6-8, each trimester an "A" and "B" honor roll is published in *The Redhawk* and Saint Rose Parish Bulletin. All graded classes are used to obtain a student's grade point average, although some subject areas may be weighted differently depending on scheduling. Using a 4.0 point scale, students with a 3.67 or above average achieve the "A" honor roll. Students with a 3.0 through 3.66 average achieve the "B" honor roll.

Students are also publicly recognized after each of the first two trimesters. Certificates of merit for academic achievement are awarded at this time.

Student of the Trimester Award

The Student of the Trimester Award is given to (at least) one student from each middle school grade at each Honor Roll Mass for the first and second trimester of each academic year. The award will be given to students who have been role models inside and outside the classroom; exhibit a variety of leadership roles within the school and community; demonstrate Christian values and model the school's Mission Statement; and do well academically for that particular trimester. As such, it is a testament not only to academic excellence but also to strength of character. If teachers/staff feel no students meet these requirements, we reserve the right to not award a Student of the Trimester. Students in Grades 6-8 will be nominated and chosen by the middle school teachers and support staff.

Academic Dishonesty

If a student has cheated, a zero is recorded or other appropriate measures are taken, and the parents are informed by the teacher. If a student allows someone to copy work or test material, then this student is also involved in cheating. Plagiarism and copyright infringement are not acceptable. Plagiarism has become a more serious problem with the use of the Internet for research. Students are taught the appropriate uses of the Internet for writing papers and any misuse of this tool will be considered plagiaristic. The school's general disciplinary procedures and consequences are followed as outlined in this handbook.

Academic Probation (Grades 6-8), Academic Dismissal (Grades 6-8), and Academic Retention

- **Academic Probation.** A student in grades 6-8 may be placed on academic probation if the progress report for the trimester indicates a grade point average of less than 2.0 on a 4.0 scale or if the student has received grades of "F" in two or more of the core subject areas (Religion, Language Arts/Reading, Math, Social Studies, and Science). To be removed from academic probation, if the reason for probation is a GPA of less than 2.0, the student must achieve a minimum of a 2.0 GPA the following trimester. If the reason for probation is a failing grade in two or more core subject areas, the student must receive satisfactory grades in those areas of failure.
- **Academic Dismissal.** A student who fails to remove him/herself from academic probation may be asked to withdraw from Saint Rose or may be placed on extended probation with conditions determined by the Principal. The student may also be considered for retention (see below).

- Academic Retention (Grades K-5). A student in grades K-5 may be retained a grade upon recommendation of the teacher and approval of the Principal. Any retention recommendation should be made by the end of the second trimester after discussion with the parent(s)/guardian(s) and Principal. If the teacher recommends retention, but the parent/guardian requests placement to the next grade level, the student may be advanced, but the teacher's recommendation will be noted in the permanent file, and parents will be asked to sign such acknowledgement.

A student in grades 6-8 may be retained a grade for any of the following: 1) as a condition of extended probation; 2) if the student has a cumulative GPA of less than 2.0 for the school year; or, 3) the student received a grade of "F" in any three core subject areas during either of the last two trimesters of the school year. As an alternative to retention, at the request of the parent/guardian and upon approval of the Principal, the student may be considered for academic probation (see above).

The above policies regarding probation, retention, and dismissal are subject to modification for a student who is receiving special education services, Title I services, is learning pursuant to an established IEP, or who otherwise, in the opinion of the school Principal, after consultation with the teacher(s), is making an effort to learn to the best of his/her abilities.

Financial Policies

Tuition Policy

The operation of a school is in many respects like the operation of a business. There are many factors that are involved that impact the successful management of the school. Financial stability and regular cash flow rank at the top of the list. In order for us to be responsible stewards of the educational ministry of the parish, it is necessary for us to put forth this policy.

Any parent who chooses to enroll a child(ren) at Saint Rose shall accept full responsibility for paying the cost for this education. The parish communities of Saint Rose of Lima Catholic Church and Corpus Christi also accept responsibility for subsidizing the school at a reasonable level. Saint Rose of Lima Catholic Church and Corpus Christi members are expected to be contributing their time, talent, and treasure.

- Procedure
 - Registration Fee. A registration fee of \$100 will be made for each family registered at the time of registration. This is a non-refundable fee and in addition to tuition fees.
 - Technology Fee: A technology fee of \$100 per family will be billed each school year. This fee covers costs associated with maintaining the technology used by students in our school.
- Tuition Payment Option

Tuition is to be paid using one of two choices as listed below. The choice is made at the time of registration.

 - Choice 1: Payment is made in full by July 1. Payment made at this time is entitled to a 1% discount of tuition.
 - Choice 2: Monthly payments are made beginning in July through the TADS Tuition Management System. The tuition is paid by direct transfer of money from a checking or savings account or via credit card over a period of 11 months (July through May). An annual \$45 fee (payable to TADS) is assessed for this service, which is NOT part of the tuition or the down payment. A 3% convenience fee also applies to all credit card charges.

If tuition is not paid in full by May 1, the students may not graduate from our school or report cards may not be issued at the end of the year. Families with outstanding debts MUST make an effort to bring down that debt during the school year.

Financial assistance is available through the Tuition Assistance Program. Families may apply for assistance with TADS (instructions are provided with registration materials). Any other questions/requests for financial assistance should be made to the Principal.

NOTE: The registration process is not complete until the registration fee is paid and one of the tuition payment choices is selected and complied with by the established deadlines. Administrative discretion may be made in matters of financial hardships on an individual basis.

- **Past Due Tuition**

It is estimated that the cost of educating a student at Saint Rose of Lima Catholic School is approximately \$8,000 a year. Saint Rose and Corpus Christi parishes subsidize approximately 25% of this cost for members of those parishes.

Parents/guardians of Saint Rose students have a responsibility to support the school by paying tuition and supporting the fundraising efforts of the school. Tuition is used primarily to compensate our teachers and to defray the operating expenses of the school.

Parents who anticipate difficulty meeting their tuition obligations have the responsibility for contacting the Principal or Pastor to discuss arrangements for tuition payments. Every parent/guardian is expected to contribute to their tuition obligation to the best of their ability. Application for Tuition Assistance funds should be made when necessary. *It is our commitment that no child seeking a Catholic education will be turned away for financial reasons, if parents and school stay in communication with one another and tuition payments of some amount are being made according to schedule.*

If payment is not made when due or as agreed, and any action is brought to enforce collection, the undersigned agrees to pay Saint Rose of Lima Parish/School reasonable attorney fees and costs incurred in such action.

It is fair and reasonable for parents/guardians who fail to make good faith efforts to pay tuition to expect: delay in graduation, withholding of school records/report cards, and/or denial of acceptance or continuance at Saint Rose of Lima Catholic School. The school/parish may opt to employ any of the foregoing procedures as deemed necessary. Referral to a collection agency or collection attorneys may also be considered.

Marathon Fundraiser

Tuition covers about 57% your child's education. Saint Rose and Corpus Christi parishes cover another 25% through their subsidies, and the balance is made up through fundraising. Our primary fundraiser is The Marathon for Non-Public Education. Individual student and family goals are set each year based on enrollment. Each family is expected to participate. Those who do not will be billed for the individual or family goal as stated in the Tuition Agreement.

The Marathon for Non-Public Schools is sponsored by the Minnesota Catholic Conference and the Knights of Columbus, Nazareth Council. Students solicit cash pledges from neighbors, relatives, etc. Participants walk, bike, or jog the route at the park. Many prizes are awarded and the school uses the proceeds as part of our school's operating budget. Watch for more information in *The Redhawk* about this fundraiser and about incentives and goals.

General School Policies

Regular attendance is critical to effective education. Minnesota State Statutes require that every child of school age attend school during the entire time that school is in session. It should be noted that attendance records of students are submitted to secondary educational institutions as part of the application and acceptance procedures.

- **Minimum Attendance Requirements.** A student should not be absent for more than six days per trimester. The acceptable reasons for absence from school are: illness, medical or mental health appointments, religious holidays, or family emergency.
- **Medical Excuse.** If a student has been absent for more than three consecutive school days or more than six days in a trimester for a medical reason, the office must be provided with a medical excuse from the health care professional (e.g. doctor, physician's assistant, or dentist).

- Family Emergency. In case of a family emergency demanding absence beyond the days specified above, parents should keep the school informed.
- School Activities. Not being present at activities sponsored by the school is not considered school absence.
- Illness. Students experiencing a fever, vomiting, or diarrhea cannot return to school unless they have been symptom free for at least 24 hours.
- Calling In. If it is necessary for a student to be absent, a parent or guardian is to call the office (651.646.3832) by 7:45 a.m. on the day of the student's absence. No student calls will be accepted. If the school has not been contacted about an absence, school will attempt to contact the child's parent/guardian during the morning hours to verify the reason for the absence.
- Early Dismissal/Middle of the Day Appointments. Early dismissal from school is strongly discouraged. If it does become necessary for a student to leave before the regular dismissal time, the student must submit to the office, on the morning of the day in question, a written request from a parent/guardian giving the student's name, the time the student will leave school, if and when the student will return to school that day, the reason for leaving early, and a phone number where the parent/guardian may be reached. The student should be picked up and signed out in the school office. Students are not allowed to meet parents by outside doors or in the parking lot. Students leaving school at any time before the regular dismissal time for non-medical reasons will be considered a half-day absent.
- Students leaving at 1:30 or later for healthcare appointments will be counted as "early dismissal". Students leaving at 1:30 or later for a non-healthcare reason will be recorded a half-day absent.
- Parents are discouraged from taking vacations during school time. The calendar provided to families in June should help with planning vacations during non-school time. If there is no other way but to vacation on school time, the teacher should not be asked for advance homework. The student should collect missed assignments upon returning from vacation. (Teachers will assemble missed assignments in a folder similar to the work that is collected during an illness).
- Consequences for Excessive Absence. Consequences for truancy or excessive absence without medical verification or legitimate family emergency will range from detention to dismissal. (Students are considered truant if their absence for a full day of school or any portion thereof is unexcused. Records, grade reports, and diplomas are also subject to being withheld. Retention in the current grade year may also be considered. In some cases, a referral may be made to the county child protection agency as parental neglect or abuse may be an issue.

Punctuality

Punctual attendance at school is one of the most important responsibilities of every student. Punctual attendance helps ensure the student's chance to succeed in his or her school work. At the elementary school level, the school's administration expects strong parental support for the school's attendance policies. Students who do not conform to the expectations of the school regarding punctuality and attendance will be subject to dismissal.

- Procedures
 - Students must be in homeroom by 7:45 a.m., ready to learn.
 - When a student is not able to attend school on a given day, the parent of the student is expected to call the office before 7:45 a.m. on that day, to notify the school of the student's absence and reason. If a parent does not do this, the school will need to attempt to call the parent at home or work.
 - "Tardy" is defined as not present in homeroom at 7:45 a.m. to begin the school day, or as being late to any assigned class period throughout the day. Any student who arrives at school not reporting to homeroom by 7:45 must check in and obtain a tardy slip from the office. A student late for any reason that is not designated "excused" is considered tardy unless prior arrangements have been made with the Principal.

- Excused Tardy. Students late because of a doctor or dentist appointment which could not be scheduled at any other time, and who have a note from the medical professional (not a note from the parent) are considered tardy but excused.
- Students on a late bus are not marked tardy.
- Students arriving after 10:30 a.m. are considered a half-day absent.
- Students leaving at 1:30 or later for healthcare appointments will be counted as “early dismissal”. Students leaving at 1:30 or later for a non-healthcare reason will be registered a half-day absent.

Consequences - Excessive Tardiness

- K-5: At the fourth unexcused tardy in a trimester, a letter is sent to the student’s home. At the fifth unexcused tardy in a trimester, a conference may be required with the Principal, teacher, parent/guardian, and student.
- 6-8: When the fourth unexcused tardy for the trimester occurs, the student will receive a detention. When the fifth unexcused tardy of the trimester occurs, a conference with the principal, parent, and student will be scheduled.
- The principal has the right to inform parents of the School Attendance Matters (SAM) brochure and, if needed, create an Attendance Contract for students with excessive tardiness and/or absences based on the SAM documents.
- Should students continue to be habitually tardy and/or absent, the principal may refer families to the Ramsey County Attorney’s office for attendance information and consequences for not attending school based on Education Law.
- Should there be a medical reason for excessive tardiness and/or absences, please contact the school principal to discuss the medical concerns so that we can be assured we are meeting any medical needs.

Field Trip Attendance

Field trips are an extension of our school’s curriculum. Each field trip has a unique opportunity to learn, engage, and experience the curriculum in a different manner that can’t always be achieved within the classrooms. Attendance on field trips is required unless the student is ill or has another reason they can’t attend school that day. Students are expected to remain with their class for the duration of the field trip. Leaving a field trip early causes distractions and is disruptive to the day. It also poses planning and liability issues if a student is leaving the trip early. Financial reasons should not prevent a child from attending a field trip. Families in need of assistance with field trip fees should contact the school office to make arrangements.

School Uniform

The Catholic school uniform symbolizes our tradition as well as respect for authority and order, as well as the idea of basic equality in the eyes of God. Saint Rose students should wear their uniforms in a manner that reflects pride in themselves and in their school.

All Saint Rose students are expected to be in full uniform each day with the exception of special field trips, announced events, non-uniform days, etc. "Non-Uniform Passes" (see policy) awarded during the Marathon are to be used on the last day of the week only. The uniform should be neat, clean, in good repair, and free of any non-school related badges, buttons, stickers, etc. and should fit appropriately.

It is expected that there be no exceptions, and any deviations from this uniform policy will result in one or more of the following consequences: Student Warning, Detention (Grades 6-8), and Parent/Guardian Notification. *The Principal reserves the right to interpret and enforce the Uniform/Appearance Policy as necessary.*

Donald’s Department Store and Dennis Uniform are the official uniform suppliers for our school, except for the navy blue uniform sweatshirt available through the Home and School Association. (**Note:** Only the navy blue sweatshirt is an official part of the school uniform. All other Saint Rose articles of clothing are spirit clothes and may not be substituted for any portion of the uniform). All uniform items should be purchased from Donald’s or Dennis Uniform. Items not purchased at Donald’s or Dennis Uniform must comply with the uniform descriptions below.

K-8 (Boys and Girls):

- Navy blue straight-legged twill or corduroy pants (no leggings, knit pants, denim jeans, stirrups, long underwear, leg warmers, stretch pants, sweat pants, or elastic bottomed pants).
- Navy blue Saint Rose sweatshirt (Home and School; a uniform shirt must be worn under the sweatshirt; sweatshirt may not be tied on).
- Solid red or white polo shirt (standard collar, no ruffles or frills, long-sleeved or short-sleeved) with front button placket, or turtleneck, both standard length, banded or not banded, non-logo, no patterns; All shirts must be tucked in, except for the banded style.
- Navy blue twill walking shorts (only between April 15-October 15; no more than 4 inches above the knee in length; no biker or denim shorts).
- Solid white or navy blue crew/anklet/quarter socks that cover the ankle bone (non-logo, no patterns).

Optional (Girls):

- Donald's Uniform plaid uniform jumper with open placket (K-4); Donald's Uniform plaid uniform skirt (K-8); Donald's Uniform plaid uniform skort (K-8). All must be no more than 3 inches above the knee in length; no pants may be worn underneath; any shorts worn underneath must not be visible in campus buildings.
- Donald's Uniform plaid ruffled anklet.
- Solid white or navy blue knee high socks (non-logo, no patterns).
- Solid white or navy blue footed tights (non-logo, no patterns) may be worn under the jumper/skirt (no socks may be worn over the tights).

Appearance Policy

- Hats and sunglasses are not to be worn in campus buildings except for officially authorized events.
- Girls may wear earrings but they should be moderate in size and only one earring per ear. Boys are not allowed to wear earrings.
- Shoes should be in good repair, have non-marking soles and be "gym appropriate." Gym appropriate shoes must be provided if they are not worn daily. No open-toed or open-heeled shoes may be worn. Shoes should not detract from the overall appearance of the uniform or draw undue attention to the student. Boots may not be worn with the uniform.
- Additional jewelry (watch, bracelet, necklace and/or ring; only one of each) may be worn if in good taste and of simple style. It should not detract from the overall appearance of the uniform or draw undue attention to the student.
- Hair styles and accessories should not draw undue attention to the student. For example, no "streaks" or coloring. No designs may be worn in the scalp. Boys' hair should not have tails and should not be longer than the collar in the back. Hair styles must not interfere with the students' ability to participate in their academic studies.
- Boys' faces are to be clean-shaven.
- Make-up is not permitted at any time.
- Body art of any sort, if visible, is not permitted. This includes permanent or temporary.

Non-Uniform Dress Policy

Non-uniform attire should reflect good Christian values with respect to slogans, graphics, and physical fit. Clothing must be neat, clean, and in good repair. Shirts must have sleeves and midribs must be covered. Shorts may not be more than 4 inches above the knee. Non-uniform attire must not interfere with the students' ability to participate in their academic studies. Clothing should be in good taste and not provide a source of competition or distraction. The Appearance Policy remains in effect on non-uniform dress days.

School Lockers

Each student in grades 6-8 is assigned a locker and combination at the beginning of the school year. Students will be allowed access to their assigned lockers at scheduled times during the school day. Students are to maintain the assigned locker all year. Lockers are not to be traded or switched.

Lockers are to be kept neat, clean, and in order. Stickers, tape, or other adhesive substances are not to be used on or in the locker. If lockers are not kept clean, student service hours and/or detention will be assigned. Students abusing locker privileges may also be subject to service hours, detention, fines and/or denied access to a locker.

As the lockers are school property, there is no "right to privacy" in the locker. For school safety and security, and to ensure compliance with school rules/policies, the locker and its contents may be searched/seized at any time. Periodic, unannounced locker checks will be made by the administration or faculty as designated by the administration. Items affixed to the locker in any way and items in the locker that violate school rules/policies or that conflict with the mission statement and philosophy of the school are subject to confiscation and will not be returned to the student.

The student is to keep valuables out of the locker and to keep the locker closed and locked. It is recommended that students keep their combination private. The school does not assume any responsibility for articles removed from student lockers.

Cell Phones/Electronics/Toys/Games

Students are to use caution when bringing valuables from home, especially electronics such as cell phones, personal music devices, etc. It is the position of the school that these items are not necessary in school and we discourage their presence. Furthermore, the school takes no responsibility should they be lost, stolen, or damaged. If a student is found using any of these items during the school day, the item will be retained by the school until a parent can pick it up. Cell phones are to be turned off at all times and kept in the student's locker or backpack during the day. They may only be turned on once the student is off of school property or while in Power Play, as permitted by the supervisor. Children and parents have full access to one another during the day through the school office should the need arise.

Tobacco/Alcohol/Drug Policy

The following action shall be taken with regard to any student(s) in possession of or providing tobacco, alcohol, or drugs of an illegal nature at Saint Rose of Lima Catholic School, whether on their person or traced to them:

- Parents and student(s) will be contacted to arrange for a conference with school authorities as soon as possible.
- Depending on the seriousness of the offense the following may take place:
 - Counseling, evaluation, and/or treatment may be pursued.
 - Detention.
 - Suspension from school.
 - The person(s) involved may be asked to show evidence of enrollment in a drug education program as offered by local professionals and agreed upon by the parties involved.
 - A follow-up conference will take place upon completion of the program.
 - Should the offense be of great severity, or the student(s) and parents not comply with the above, dismissal from school will take place.

Transportation

As a general rule, students living within parish boundaries can be bused by Roseville Area Schools. Transportation schedules will be mailed out from Roseville Schools for those registered for busing. Please contact the Roseville area School Transportation Department to confirm busing is available to your area. They can be reached at 651.635.1638.

The following regulations have been developed so that students and parents in the Roseville Area Schools know and understand what is expected of students when they ride school buses.

- Bus transportation is provided as a convenient and safe way to transport students to school.
- Students who cannot or will not obey school district bus rules and regulations forfeit their right to this service.
- Students who follow the bus safety rules listed below will be safe bus riders:
 - Immediately follow the directions of your driver (or patrol).
 - Sit in your seat facing forward.

- Talk quietly and use appropriate language.
 - Behave safely. (Do not throw any object, do not stick your head or arms out of the window.)
 - Keep your arms, legs, and belongings to yourself.
 - Show respect for others. (No fighting, harassment, intimidation, or horseplay.)
 - Treat the bus with respect. (Don't damage or write on the bus.)
 - No eating, drinking, or use of tobacco or drugs is allowed.
 - Do not bring any weapons or dangerous objects on the school bus.
 - Obtain permission before riding on any bus to which you are not normally assigned.
- Violations of any of the rules listed above shall be reported by the bus driver to the building administration.
 - Contact with the student and/or parents will take place.
 - Upon the second referral for any violation of bus regulations, the student forfeits his/her right to transportation for up to three weeks.
 - A subsequent referral would again result in a suspension from bus service for up to three weeks.
 - Any further violations could result in forfeiture of busing service for the remainder of the school year.
 - Other disciplinary actions may apply according to policy on "Student Discipline".
 - Vandalism, unauthorized use of the emergency door, or other major disruptions may result in immediate forfeiture of busing services for the rest of the year.
 - Students or parents who have complaints or questions about bus behavior guidelines should direct them to the Principal.
 - Bus "Guest Rider" Policy. A student who wants to ride another student's bus must follow these guidelines:
 - Both students must be residents of Roseville District #623 and students of Saint Rose of Lima Catholic School.
 - Both students must have a written note of permission signed by their parent/guardian.
 - Both students must also have their homeroom teacher sign that written note of permission.
 - Both students must present their written note of permission (with both signatures) to the bus driver.

Records

A permanent record is maintained for each K-8 student in the school office. Saint Rose follows a policy that safeguards the confidentiality of each student's permanent record, and makes them available only to those who have a legal and legitimate educational interest in the information contained in such files. Parents and legal guardians of students have the right to examine the school's official record, files, and data related to the student.

The permanent record file contains copies of any birth certificate, baptism, and sacrament records provided to the school. The permanent record file also contains copies of primary reading test records, report cards, state and national test information, as well as any other pertinent academic records. If a student has an IEP, that is maintained in a separate file. The permanent file record and any IEP are transferred to the student's next school of attendance by Saint Rose with a signed parent release.

Please refer to the "Directory" policy for other information.

Arrival/Dismissal Procedures

- Arrival
 - Bus: Students brought to school by bus are dropped off in front of school and assemble by the playground.
 - Car: All parents dropping students off should enter from Dellwood's north entrance proceed toward church, turn left down the fire lane in front of the Youth Room entrance and drop students off by the playground. Students should exit the right or passenger side of vehicle. Please do not park in the

- playground area or have students cross in front of other cars. Drive slowly and cautiously. Turn left after dropping off, and exit the parking lot through the south Dellwood exit.
- Walkers. Fifth Graders serve as our School Safety Patrol members. They are available for students crossing at the intersection of Hamline and Belmont from 7:30-7:40 a.m.

A teacher is on duty to supervise students outside beginning at 7:15 a.m. No student should be on school premises before 7:15 a.m., unless in Power Play, or requested to do so by a teacher. Students may enter the building at the 7:35 bell.

We are concerned about our students' safety both before and after school. After school a student must leave either by bus or with a designated parent. Any exceptions will require a written note from a parent. For convenience, a parent may keep a permanent note on file in the office indicating where a student is to go after school. Any deviation from this plan will require a separate note for each instance.

- Bus: Students bused home leave by the front Hamline doors. They are to line up according to bus number, then follow the supervising teacher to the appropriate buses to be seated on the bus before the buses leave the parking lot.
- Car: Please enter using Dellwood or Eldridge, park in the parking lot, and then leave campus using Dellwood or Eldridge. Please do not park in or use other entrances/exits because of walkers, bikers, and bus traffic. Students exit from school with a teacher using door #3.
- Walkers: Fifth Graders serve as our School Safety Patrol members. They are available for students crossing at the intersection of Hamline and Belmont from 2:07-2:10 p.m., and also at Dellwood and Belmont from 2:07- 2:10 p.m.

Any students not being picked up immediately will wait near the faculty parking lot door or just inside the door.

Saint Rose is not responsible for children during non-school hours. Please be sure your children are supervised at all times before and after school.

Directory Information

The following information is designated as "directory information". This information will **not** be provided or sold by the school to private companies. Parents are also asked not to give out the directory information to anyone other than another Saint Rose parent. The student or the parent has the right to refuse to permit the designation of some or all of the categories as directory information, but must inform the Principal, in writing, on or before September 30th each school year.

- Directory Information: name, grade, homeroom, names of parents, address, telephone number, email addresses, and/or information contained in the education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Emergencies/Crisis Response

It is difficult to determine if and when a crisis will occur. Therefore, our school is prepared to deal with various types of crisis situations. A crisis is defined as an intolerable situation or event that disrupts the life-cycle, and/or routine of individuals in such a manner that the usual methods of coping are no longer effective. In a time of crisis it is important for everyone to know what to do and to do it to the best of their abilities.

Should an accident occur at school or your child become ill, we will attempt to contact a parent/guardian. If neither parent nor guardian can be reached the person listed as an emergency party will be contacted. Please be sure to keep the school office informed of any change in home, work, or cell phone numbers. If none of the above adults can be reached and the school officials feel that it is appropriate, the injured/ill student will be transported to the hospital indicated on the emergency card and the doctor will be contacted. If no hospital is listed, the student will be taken to Saint Paul Children's Hospital.

Faculty Room

The faculty room is an area reserved for faculty and staff use only.

Student Birthdays

A child's birthday is always a special day. We announce every child's birthday as it arrives. If a birthday lands on the weekend or holiday, we read it on the last day of the school week. Summer birthdays are announced at the end of the school year. If parents provide class treats, they must be store-bought for safety reasons (see Wellness Policy).

We also expect parents to abide by the classroom policies regarding treats set by each teacher in order to be sensitive to each student's overall health and wellness. Questions about appropriate treats should be directed to the teacher and/or principal and office staff. While we don't want to eliminate celebrations altogether, we must make a good effort to choose healthy options for our students' celebrations. (For example: if choosing cupcakes, perhaps choose the mini cupcake.) We strongly encourage parents to consider non-edible items such as pencils, a small toy or other item, or donating a book to our school library in honor of a child's birthday.

Middle School students usually share their treat during lunch and we ask that enough is brought for all students in their class, not just their table. A simple, easy-to-serve treat is sufficient. Please keep in mind that serving pop is **not** recommended. We ask that you please consider another option for middle school treats. In order to promote equality in the eyes of God and out of respect for our school lunch program, administration cannot accommodate the delivery of outside lunches for an entire class.

If students are inviting classmates to a party outside of school, we ask that the invitations be mailed. Invitations may be passed out in school if every child in the class is being invited, or all of the same gender are being invited. We ask that parents keep school birthday celebrations simple and non-intrusive to the learning environment. Parents must consult with their child's teacher when planning a birthday celebration in school.

Wellness Policy

The purpose of the school's Wellness Policy is to ensure a school environment that promotes and protects each student's health, well-being, and ability to learn by promoting healthy habits and physical activity. When choosing items for class/school celebrations, please be mindful of ingredients. Many students have food allergies (particularly to peanuts) or other medical dietary needs which can be life-threatening or affect a student's ability to learn properly. Saint Rose of Lima requires that all food (i.e. birthday treats, snacks, party treats) be store-bought rather than homemade (an exception can be made for school-sponsored events ie: bake sales), so nutrition labels can be read at school to help ensure students with dietary needs have accurate information.

Latex Balloons

Please do not bring latex balloons or other latex products to school. Occasionally we have students with such an allergy. For their safety, your cooperation is appreciated.

Guests and Visitors

- In the interest of the safety of our students and staff, the school administration reserves the right to refuse non-Saint Rose students and/or non-employees from entering the school.
- All parishioners and members of the community are invited to visit the school from time to time for open houses and special programs. You are also most welcome during our "regular hours".
- Visitors and volunteers entering the building during school hours are required to wear a parish-issued identification badge or a temporary visitor/volunteer tag. These are available at the sign in desk in the school office.
- Student Visitor Policy. Students are discouraged from bringing visitors to spend a day with them at school as this can cause distraction and/or disruption. The only exceptions to this rule are visits by persons seriously considering attending Saint Rose. The procedure for such visits is as follows:
 - The Principal must receive communication from the parent/guardian of each of the students at least two days prior to the visit.
 - Both the student and the visitor must report to the Principal before reporting to homeroom the day of the visit.
 - An emergency contact form must be completed by the child's parent/guardian and left in the office.

Lost and Found

All articles lost or found in the school or campus area are to be turned in to, or claimed in the office. A “lost and found” table is located in the Health Office.

Hours

School hours for students in Grades K-8 are 7:45 a.m. - 2:07 p.m. Prekindergarten hours are 8:00-11:00 a.m. Students are not to be in the building before or after school hours without teacher authorization or supervision. Saint Rose assumes no responsibility for children during non-school hours. The school office hours during the school year are 7:15 a.m.-2:45 p.m. on school days.

Insurance

The Archdiocese of Saint Paul and Minneapolis has mandated that all parishes be covered by the same insurance company. In all cases student accident/injury claims must be submitted to the insurance coverage available to the parents.

Lunch

Saint Rose contracts with a food service to provide hot lunch. Students are issued a Personal Identification Number which they enter into a computer at lunch time. The lunch price or cost of milk is deducted from the student’s balance. No credit can be extended. A sandwich and milk will be provided in emergencies only if there is not enough money in the child's account. Please put money (make checks payable to Roseville Area Schools or RAS) in an envelope labeled with your child's full name and PIN, (please put PIN number on the memo section of checks) and send it to school when you wish to add credit to your child’s account.

Students are issued a "main" or "alternate" lunch card on days they select hot lunch. Students are responsible for these cards. Lost or damaged cards are available for \$1.00.

Students are not allowed to leave campus for lunch without written permission from parent/guardian. Students leaving campus must be accompanied by parent/guardian or other authorized adult.

Recess and Illnesses

Students are not permitted to remain indoors during outdoor recess for any reason unless we have a request from a doctor indicating a health issue. If students are well enough to attend school they need to participate in outdoor recess as well. Because of supervision issues, students who do have a doctor’s permission to remain indoors do so with other sick children in the same space and only if the school nurse or parent nurse is available. This is also not a healthy situation.

Medication

The medication policy of Saint Rose was developed using state mandated policy as a guideline and is designed to protect students, parents, and school personnel. For the protection of our students, medication is to be stored in and dispensed by the nurse or through the school office. New medication permission forms are required each year.

Procedure:

- Medication prescribed for more than two weeks which must be taken at school must have a permission slip signed by a physician or dentist and parent/guardian.
- Prescribed medication to be taken less than two weeks needs only written parental permission.
- All prescribed medicine must be in a pharmacy-labeled bottle (most pharmacies, when asked, will provide an extra container to be kept at school). Prescription label must include:
 - student's name
 - medication and dosage
 - time to be given
 - doctor's name
- For any over the counter medication, parents need to send written permission and medication in the original container. (This includes pain relievers for the occasional headache, cramps, and pain from braces.)

Parking Lot and Playground

Much of our playground doubles as a parking lot – with the exception of the playground equipment section. Drivers should enter and exit the play area from Eldridge at cautious speeds at all times to ensure safety.

Baseballs, skateboards, roller blades, radios, personal music devices, and other items that may be hazardous in these areas are not allowed. Students are to walk their bikes on and off the playground for safety sake.

Students are to stay away from the bike racks during the school day. Students are also to stay away from teachers' and visitors' cars. This rule is in effect before and after school as well as during the school day.

Patrols

Fifth Graders serve as our School Safety Patrol members. They are available for students crossing at the following location:

Hamline/Belmont 2:07-2:10 p.m.

Recess

Students in grades K-3 may have morning or afternoon recess of 10-15 minutes and another one at noon of approximately 20 minutes. Please dress your child with these fresh air periods in mind! We do not have the personnel available to have students stay inside during these periods, so please expect that they will go out and refrain from writing a note to your child's teacher requesting that they stay inside. If a child is to be inactive, they can stand by the supervising teacher during the outside period. On truly inclement weather days we do not go outside. Students come in or remain in the building. The general rule for very cold weather is -10 degree wind chill.

School Closing

Saint Rose of Lima School follows the decisions of Roseville Public Schools when determining if we are delayed, closed, or will have an early dismissal during a weather situation. If the school district is closed due to inclement weather, Saint Rose will be as well. Every attempt will be made to notify and reach the parents via email and the local media outlets (WCCO, KARE 11, KSTP, Fox 9) who will post our school's status. The school will also post information about the closing on social media (Facebook and Twitter) and if possible post on the electronic sign outside the school building on Hamline Avenue. If Saint Rose needed to close due to other reasons, we would follow the same communication procedures as the situation allows.

Spirit Partner Program

Research has shown that the most successful Catholic schools are those in which students demonstrate a caring attitude toward classmates not only in their own classrooms but throughout the school and parish community. These students extend themselves to others in a myriad of ways; therefore, when they live in their adult world that Christian caring for others easily continues. At Saint Rose of Lima Catholic School, younger students are paired with older students in many programs, liturgies, field trips, some special lunches, nursing home visits, etc.

State of Minnesota Funds

Students are eligible for the loan of textbooks from the State of Minnesota. Guidance and testing services are provided for students in grades 7 and 8. Forms for these services as well as health services for K-8 must be signed by parents, and will be available at Back-to-School Night in late August. If the forms are not signed and returned, the family will be billed for these services.

Student Use of Internet Access Technology

Students are expected to use all technologies in accordance with the mission and philosophies of Saint Rose and in a legal manner. Technology is defined as computers and networks, on-line connections such as email and Internet, video equipment, cameras, and other media, computer, and telephone equipment. Technology is to be used for educational purposes, its use is a privilege and not a right. Internet sites will be filtered and blocked for non-educational content, including but not limited to pornography, obscenity, personal email, and games. Students attempting to access sites of this nature are considered to be in misuse of school technology. Misuse will cause consequences in accordance with established discipline policies and possible restriction of privileges.

Students must evaluate the authenticity of information obtained electronically and cite sources properly. They must observe copyright laws and the intellectual property of others. Plagiarism is becoming a more serious problem with the increased use of the Internet for research. Students are taught the appropriate uses of the Internet for writing papers and any misuse of this tool will be considered plagiaristic. The school's general disciplinary procedures and consequences are followed as outlined in this handbook.

On-line users must never give out personal or family information such as phone numbers, credit card numbers, or home addresses. They must never arrange a face-to-face meeting with a stranger. They must report all abusive or suggestive messages. They must realize that email and file servers are not private. Saint Rose and Internet providers monitor contents of file servers. Students and parents are required to sign an Acceptable Use Policy to be kept on file in the school office each fall.

Student Placement Policy

Students are grouped for various learning experiences throughout the day and exchange classes on grade level as well as with specialists during the week.

It is our policy as professionals to make placement decisions based on these and other criteria. It is requested that the parent community respect the school's judgment to make these placement decisions. If parents have a serious concern it should be put in writing and directed to the Principal.

Volunteering

Parents are encouraged and welcomed as volunteers in the school, but it is an Archdiocesan requirement that all such persons pass a background check, and attend a "Virtus" training session, and sign a Code of Conduct before they will be permitted access to the children. In addition, parents wishing to drive for field trips must also show proof of adequate insurance and have their driving record included in the background check. Volunteer opportunities involving handling of funds in excess of \$250 also require a financial background check. All necessary paperwork may be obtained in either the school or parish offices. New volunteers are required by the Archdiocese of Minneapolis and St. Paul to complete a volunteer application form.

Volunteer Opportunities

This is a key area for parental involvement in the education of children. At Saint Rose there are numerous opportunities for parents as volunteers. Volunteers are asked to sign in and out on a log sheet in the school office.

- **Athletic Booster Club**
Assist with raising funds and securing coaches for our athletic programs. Contact the Athletic Director for more information.
- **Classroom/Office Volunteers**
Considerable time and energy is demanded of today's teachers. If you would be able to lend a hand with aide work (photocopying, preparing for art projects, working on classroom displays, etc.), please contact your child's teacher.
- **Home & School Association**
This parent led organization promotes and organizes fundraising and community relations efforts throughout the school year. All parents are encouraged to be involved in Home & School events and projects. The funds that are raised by Home & School support many school programs that benefit our students. Parents are notified of participation opportunities via flyers from the association, bulletin notices, and/or articles in *The Redhawk*. The association also fosters communication between families and with the school by scheduling meetings and events during the school year. Contact the Home and School Association's President to see how you can help.

- Health Office Assistants
These volunteers attend to sick/injured students and contact parents when needed. This is a service our children and faculty can't do without. You do not have to have any nursing background to qualify for this program. Please leave a message for the nurse at 651.646.3832, if you can help.
- Team Sports
Our Athletic Director is often in need of assistance coaching our teams. Currently, we have soccer, volleyball, basketball, hockey, swimming, baseball, track, and softball teams. Give our Athletic Director a call if you would like to help!

Withdrawals

When students are withdrawn from Saint Rose of Lima Catholic School, it is asked that you inform the office as soon as possible in writing so that we are able to complete the essential records for your child and send them to the next school. Tuition responsibilities per the Tuition Agreement remain in effect upon withdrawal.

Athletics

Purpose

- To promote teamwork, school pride, and enjoyment of athletics for all students.
- To teach fundamental skills of the various sports offered.
- To provide students with the opportunity to learn responsibility and commitment as a team member.
- To challenge the students athletically with competition against area schools in the Catholic Athletic Association (CAA).
- To offer extracurricular sports activities and opportunities for students in grades 5-8.

Mission and Philosophy

The philosophy of Saint Rose of Lima Catholic School's athletic program is to contribute to the physical, mental, and social development of the student. This goal is to be obtained through physical education classes, extracurricular sports, sports days, and other interscholastic athletic activities. A proper balance between these activities should be maintained so that all students who want to participate are provided with opportunities. The program provides for the development of a student's physical skills, social skills, and emotional stability. The young person is the key focus, not simply "winning".

The success of Saint Rose athletics is not measured just by the final score. It is measured by the effort of individuals striving to achieve team goals and to have fun. The sense of purpose, commitment, and self-discipline has more lasting value than the outcome of the competition. The fact that athletes try to win when playing competitive games in no way suggests that to win is their sole purpose. The attempt to win is part of the nature of athletics, and is but a procedural feature of competing.

Values and benefits from athletic activities do not come automatically from participation. They have to be well planned under the leadership of knowledgeable and dedicated coaches. The coach sets the tone and gives direction to the team. Our coaches may use reasonable latitude in their methods to allow for unique coaching styles and personalities. It is important, however, that they remain consistent with Saint Rose Athletic policies and Christian values.

We believe that participation on an athletic team is a privilege and not a right of each student, and carries with it certain responsibilities. Consequently, any team member who does not meet his/her responsibilities may be put on probation or dropped from the team.

Depending on interest and the availability of coaches, the following athletic teams are available to our students: soccer, volleyball (girls), basketball, hockey, swimming, softball, baseball, and track. The CAA provides programs and league play for students in grades 5-8. Coaches are generally volunteers and the number of teams and sports offered depends not only on student interest, but also on available coaches.

- General Policies/Guidelines
 - Enrollment: Participants in the Saint Rose athletic program must be enrolled at Saint Rose of Lima Catholic School. (In the case of some sports, the school may field a team jointly with another Catholic school in the area.)
 - Academic Eligibility: Students should be academically eligible (not on academic probation) to participate in the Saint Rose athletic program.
 - Physical Exam: Students need to have a physical exam and clearance from the doctor to participate in practices or games.
 - Athletic Fee: An athletic fee of \$65 will be charged for each student athlete (\$30 for track). In case of financial need, a student or parent should contact the office. Fees cover costs for CAA membership fees, tournament fees, equipment, uniforms, and coaching staff.
 - Cuts: Generally, we want students to have an opportunity to develop their skills and gain team experience. It may be necessary to limit the number of participants of a team to keep a workable number. The Athletic Director and coach will make this decision. The selection of players will be based on ability and attitude, and is at the discretion of the coach. Priority shall be given to eighth grade students. If interest warrants, every effort will be made to offer "B" and "C" teams.
 - In order to be considered eligible for an "A" team in a student's eighth grade year, that student must have previously participated in that sport for at least one year at Saint Rose of Lima Catholic School.
 - Athletes must be in attendance (full day) the school day of a practice or athletic event, or they should not be participating. (Students missing a part of the day for a doctor or dentist appointment not related to an illness are the exception.) Coaches should check with the Athletic Director or school office on a day of practice or athletic event to confirm that the student qualifies for participation in this regard.
 - Detention/Behavior: The Principal reserves the right to suspend or remove a student from any extracurricular programs, including athletics, for behavioral or academic issues, if warranted. The Principal shall inform the Athletic Director who in turn will contact athletes/parents. A "Disciplinary Probation" imposed as part of a disciplinary process also may affect athletic participation and may vary case-by-case. See the provisions under the "Discipline" section of this Handbook with regard to suspensions.
 - General: Our teams will play in a sportsman-like manner. All complaints or concerns should be directed to the appropriate coach and Athletic Director.
 - Playing Time: All participants will play if appropriate attitude and attendance at practices are evident. Every effort will be made to play all participants. The amount of playing time is at the discretion of the coach.
 - Uniforms: Uniforms will be handed out by coaches at the beginning of the season. These uniforms must be cleaned and returned at the end of the season. If a uniform is lost or damaged, the replacement cost will be assessed to the participant.

Student Behavior Policies/Discipline

General Disciplinary Procedures and Consequences: Saint Rose of Lima Catholic School supports discipline that is respectful of individuals, that communicates clear and consistent expectations, and that is age appropriate. We support an environment that is conducive to learning that encourages positive behavior, and provides reasonable consequences.

Behavior Expectations

- Respect Everyone in Words and Actions
 - Listen to and respect what others have to say.
 - Accept responsibility for your own behavior.

- Respect people in authority and follow their directions promptly.
- No put downs, name calling, inappropriate or unacceptable language.
- Use courtesy and consideration in relating to others.
- Respect each other's space by keeping hands, feet, and objects to yourself.
- Walk quietly in hallways and on stairs.
- No fighting.
- Respect Property
 - Use materials carefully and recycle.
 - Treat desks, books, displays, and the building with care.
 - Return borrowed materials promptly and in good condition.
 - Do not take food and belongings from other people.
 - Exercise responsibility (group and individual) in keeping property and materials neat.
 - Candy/Food is to be consumed in the cafeteria area only. No gum on campus during the school day.
 - The student is responsible for the care of any school-owned equipment which has been assigned to the student. If this equipment is damaged or lost, repair or replacement costs will be assessed. This includes, but is not limited to, such items as books, instruments, athletic equipment, tools, computers, etc.
 - The responsibility for the student's personal property lies with the student. Certain items of personal property have no place in school, such as radios, hand-held electronic games, cell phones, and toys. These and like items should not be brought to school. Personal property in possession of the student that conflicts with our primary educational purpose is subject to confiscation.
- Come to Class Prepared and on Time
 - Complete assignments on time.
 - Have all required materials.
 - Be ready to start when class begins.

Consequences for Inappropriate Behavior (K-8)

The following are presented as a list of options which may be used by a teacher at Saint Rose. Generally, consequences would be chosen in the order presented here. At the discretion of the teacher and/or Principal, circumstances and severity of the behavior may warrant skipping steps. Discipline can also be tracked in Sycamore Education.

- First Infraction
 - Warning (with interaction)
 - State expectation, reason for expectation, next consequence, request student commitment.
- Second Infraction
 - Loss of privilege (loss of recess, end of lunch line, separation in cafeteria, etc.).
 - Parent contact.
 - Behavior Report/Detention (see below).
- Third Infraction
 - Parent meeting with teacher.
 - Development of behavior plan.
- Fourth Infraction (and beyond) Options
 - Meeting with Principal. Principal and student go over expectations, consequences to date, reasons expectations are important, student's next consequence, and asks for student commitment. Communication with parents.
 - Student removed from class and meeting with parents. Teacher, student, Principal, and parents meet to develop a plan which ends in a commitment from the student to make a concerted effort to improve behavior and demands that the parent work on the same things at home that the teacher is working on in school.
 - Suspension (See below)
 - 1-3 days in school but out of class, responsible for work.
 - 1-3 days out of school, responsible for work.

- Permanent removal from a class. Student is counseled and student makes decision about future. No grade is given for class. (Pastor participation required)
- Permanent removal from school. (Pastor participation required)
- Referral to Police or Juvenile Authorities. (Pastor participation required)

Vandalism and Theft

Parents are held responsible for the damage or destruction of school property (e.g. loss or damage of books, lockers, etc.). The child and/or parents will be contacted by the school personnel should any of the above take place so that proper arrangements for replacement or repair can be made. Whenever possible students will take responsibility for their actions, but cooperation from parents is essential.

Detention

Detention is a disciplinary action that is used by the administration upon receiving a Classroom Behavior Report/Detention from a teacher. Elementary detention is a 30 minute period and Middle School detention is a 45 minute period after school supervised by a staff member on campus. If a student misses detention, is late for detention, or otherwise fails to satisfactorily complete detention, that student will serve additional detention or an “In-School Suspension” as determined by the Principal. A parent conference may be required if a student accumulates more than three detentions.

School Suspension

Suspension is a disciplinary action that will be administered by the Principal in cases of habitual misconduct or a serious disciplinary incident. Students may be suspended for a variety of reasons, but all of them deal with a serious violation of discipline. The following are examples of types of infractions that may warrant Out of School Suspension (OSS): insubordination or disrespect, cheating, defacing or destroying school property, fighting, bullying, weapons, etc.

During an out of school suspension, including intervening weekends, the student is prohibited from attending classes, contacting students during school hours, visiting the campus, and from contact or participation with athletic teams, events or other extra-curricular or Saint Rose sponsored activities/events. Students will not be readmitted to school following a suspension without a conference between the student’s parent/guardian and the Principal. Students are responsible for all school work missed during their suspension and will be graded accordingly.

Dismissal (Expulsion)

A student is subject to dismissal from Saint Rose of Lima Catholic School for the most serious of reasons. Offenses warranting dismissal include theft, vandalism, possession, sale, or use of drugs or alcohol, possession of any instrument which can be considered a weapon, behavior which endangers the safety of others (e.g. gang involvement, threats against others, fighting), habitual truancy, habitual disrespect, tampering with fire equipment, bullying, or other serious breaches of conduct which reflect unfavorably on Saint Rose or jeopardize the good order, good name, or well-being of the school community.

The Principal may dismiss a student on his/her own initiative. A student does not have to be on disciplinary probation to be dismissed.

Dismissal from Saint Rose of Lima Catholic School should be considered permanent.

Specific Policies of Behavior

Discrimination, Harassment, and Violence

Saint Rose of Lima Catholic School admits students without regard to religion, sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. The school does not discriminate on the basis of religion, sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.

It is the policy of Saint Rose of Lima Catholic School to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any student, teacher, administrator, or other personnel of Saint Rose of Lima Catholic School to harass a student, teacher, administrator, or other school personnel through conduct or communication of or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the administration.)

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of Saint Rose of Lima Catholic School to inflict, threaten to inflict, or attempt to inflict religious, racial, physical, or sexual violence upon any student, teacher, administrator, or other school personnel.

Saint Rose of Lima Catholic School will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, physical, or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

Religious, Racial, and Sexual Harassment and Violence Defined:

- **Religious Harassment:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
- **Racial Harassment:** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
- **Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
 - submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; subtle pressure for sexual activity; inappropriate personal questions; unwelcome touching in any form; demanding sexual favors accompanied by implied or overt regard to an individual's education or employment status; coerced sexual relations; physical assault, including "rape"; suggestive sexual comments or jokes; suggestive remarks about a person's clothing, body, or sexual activity; possession or display of sexual materials, such as pictures, magazines, etc. on school property.

- **Religious Violence:** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

- **Racial Violence:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- **Sexual Violence:** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. "Intimate Parts", as defined by Minnesota state law, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- **Assault:** Assault is an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.
- **Possession of a Weapon:** "Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon or capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm.

Any student who believes that he/she has been a victim of sexual, racial or religious harassment or violence by another student, employee, or outside third party, should report the alleged act(s) immediately to an appropriate school or parish official (teacher, principal, pastor, or trustee). Saint Rose of Lima Catholic School officials, upon being informed of the complaint, will investigate all complaints whether formal or informal, verbal or written, of sexual, racial, or religious harassment or violence. Note: to the extent the report or complaint of harassment or violence is made against a paid employee or volunteer of the school, the procedures set forth in the "Employee Handbook" will be followed at this stage.

- **Investigation**

Upon receipt of a report or complaint alleging harassment or violence by a student, Saint Rose of Lima Catholic School will promptly investigate the allegations. If necessary, an investigation will be conducted by a neutral third-party experienced in harassment and violence issues and investigation techniques. A report of the investigation will be prepared and kept in a confidential file. The complainant, the accused, and their parent(s)/guardian(s) will be notified about the results of the investigation.

Based upon its investigation, the school will take such disciplinary action as it deems necessary and appropriate to end harassment and/or violence and prevent its recurrence. Disciplinary action may include, but is not limited to warning, suspension, or immediate discharge (expulsion) of the student determined to be violating this policy.

- **Reprisal**

Saint Rose of Lima Catholic School will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports alleged religious, racial, or sexual harassment or violence or any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

- **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law. A request to review the matter can also be made to the Pastor and/or the Chancellor of the Archdiocese of Saint Paul and Minneapolis.

- **Harassment or Violence as Abuse**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota State Law may be applicable. Nothing in

this policy will prohibit Saint Rose School from taking immediate action to protect victims of alleged harassment, violence, or abuse.

- **Dissemination of Policy and Training**
The school will discuss this policy as is appropriate with students, volunteers, and staff.

Eighth Grade Graduation

- Students must have completed all required courses.
- Students must have completed ten (10) service hours in each of the seventh and eighth grades (see "Service to Others" in this section).
- All school property, including textbooks, library materials, athletic equipment, and uniforms must be returned in an acceptable condition or remuneration made.
- All fees and/or fines must be paid.
- Students must have met the State of Minnesota requirements for attendance, and the attendance requirements set forth in this Handbook.
- Students must be academically eligible.

Awards at Graduation

- **Christian Citizenship Award**

This award will be given to those students who have been true witnesses to those values articulated in our Mission Statement. Criteria will include outstanding service to others, exhibiting a variety of leadership roles, fostering community within the school, demonstrating Christian values, and modeling the Mission Statement of the school.

- **Valedictorian and Salutatorian**

- The student who has achieved the highest grade point average during seventh and eighth grades will be named valedictorian of the class.
- The student who has achieved the second highest grade point average during seventh and eighth grades will be named salutatorian of the class.
- All report card grades are used in determining these averages except for the last trimester of eighth grade.

- **Presidential Academic Excellence Awards**

To encourage and reward those students who strive for excellence in education, Saint Rose of Lima Catholic School participates in the Presidential Academic Excellence program. Criteria for this award include G.P.A., and other criteria as determined by the school. Each student fulfilling these requirements will receive a certificate of merit and pin.

- **Physical Fitness Awards**

Presidential Physical Fitness Awards recognize young men and women who have reached an outstanding level of physical fitness by the end of the eighth grade. To achieve this award, the individual must score at or above the 85th percentile on all five items on the President's Challenge: sit-ups, shuttle run, one mile run, pull-ups, and sit-and-reach. Awards consist of an embroidered Presidential emblem and a certificate signed by the President of the United States.

- **Athlete of the Year Awards**

These awards are determined with input from the Physical Education teacher, coaches, students, and Principal. The awards are given to the young man and/or woman who best fulfill the following standards:

- Outstanding athletic ability

- Excellence in school sports teams
- Excellence in the physical education testing programs
- Attitude and sportsmanship

- **Eleven Year Redhawk Award**

Students who have been enrolled at Saint Rose from 3 year old preschool to eighth grade are honored with this award.

Middle School Service Program

Each middle school student is required to complete a service program as part of the eighth grade graduation requirements. This program will entail a series of home and community oriented service projects to be performed by each student. The minimum will be a total of 10 hours of service during each school year. These hours are tracked in Sycamore Education.

Guidelines:

- Perform at least ten hours of service per year.
- Students should complete a minimum of one hour of service in each of the following three categories: family, Church/community, and school.
- The student must fill out the form for each project, have it signed by the appropriate supervisor and turn it in to the homeroom teacher.
- Final acceptance of any project for credit is determined by the middle school faculty.
- Summer projects may also be used if they are turned in the first week of school in September with the proper documentation.
- Remember that these are service (volunteer) projects and not paid jobs. If someone insists on paying, that money should be donated to the church, a favorite charity, the missions, etc., if you wish to use the project for service hours.

Please ask the homeroom or Religion teacher if you have any questions about this program. As Jesus reminds us: "Whatever you do to these, the least of my family, you do to me!"

Saint Rose of Lima Catholic School Bullying Policy

Introduction

Created in the image and likeness of God, each child shares a fundamental human dignity. Saint Rose Catholic School is committed to providing an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated. This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

Definitions

For purposes of this Policy, the following definitions shall apply:

"Aggressor" means a student who engages in Bullying or Retaliation.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a target, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm;
- causes damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property; creates a Hostile Environment at school for the Target;

- infringes on the rights of the Target at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.

"Cyber-Bullying" means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

"Hostile Environment" means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

"Retaliation" means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

"School Grounds" mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

"Staff" includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

"Target" is a student against whom Bullying or Retaliation has been perpetrated.

Prohibition Against Bullying and Retaliation

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors. Bullying, including cyber-bullying is prohibited:

- On School Grounds owned, leased or used by a school;
- At any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by the school to commit any act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

Reporting

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal or another school official designated by the Principal. In the selection of this person, care should be taken that both a male and female school official are designated to receive reports of bullying.

Any student or parent/guardian of a student are strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the Principal or Assistant Principal, or directly to the Principal or Assistant Principal. Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested. Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

Retaliation

Retaliation against a Target, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited.

Response and Investigation

The school takes seriously all reports of bullying. Upon receipt of a report of bullying the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. The School reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal

Violations

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy. The School retains the sole discretion to determine whether Bullying has occurred and what the response should be. Depending on the circumstances, the School's response could include:

- Taking appropriate disciplinary and remedial action;
- Notifying the parents or guardians of the Aggressor of the determination;
- Notifying the parents or guardians of the Target, the Aggressor, and
- Any other affected persons about available community resources.

Training

Training on this Policy shall be provided for Staff at least once every three years and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice

The Principal or his or her designee shall provide written or electronic notice of this Policy to the Staff.

Written or electronic notice of this policy shall be provided to students and their parents or guardians, in age-appropriate terms and in languages that are most prevalent among the students, parents or guardians. This Policy shall be conspicuously posted in the administrative offices of the school.



Classroom Behavior Report/Detention

Name: _____

Class: _____ Date: _____

Teacher: _____

Reason for Behavior Report: _____

Please sign and return this slip to the teacher listed above. Student will serve a 30-minute detention after school on the assigned date above.

Teacher Signature

Principal Signature

Student Signature

Parent Signature



Classroom Behavior Report/Detention

Name: _____

Class: _____ Date: _____

Teacher: _____

Reason for Behavior Report: _____

Please sign and return this slip to the teacher listed above. Student will serve a 30-minute detention after school on the assigned date above.

Teacher Signature

Principal Signature

Student Signature

Parent Signature

**Asbestos Notification
2018-2019 School Year**

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Saint Rose of Lima has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by Saint Rose of Lima were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Saint Rose of Lima has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Saint Rose of Lima has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the parish office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., at 952.890.3452 or by contacting Saint Rose of Lima at 651.645.9389.

2018-2019 Student Supply List

The following is a list of supplies to be provided by each student. Other supplies may be necessary throughout the year as students engage in different academic skills and/or crafts. All student supplies are to be well marked (unless specifically stated otherwise) with the student's name before they are brought to school. No rolling backpacks at any grade level, please. All items should be replaced and replenished as needed. School supplies should be brought to Back-to-School Night in late summer.

Kindergarten (do not label unless specified)

Book Bag with Handle (large enough to carry folder, please label)
Lunch Bag or Lunch Box, if applicable (label name on the outside, please)
1 Large Box of Tissues
1 Roll of Paper Towels
2 Containers of Wet Wipes
1 Fiskars Child-Size Scissors (please label)
8 oz. Bottle of Elmer's Glue
10 Glue Sticks
10 #2 Pencils, Sharpened
1 Pink Eraser
1 Box 8 Large Crayola Crayons
1 Box Regular Crayola Crayons (no more than 24)
1 Box of 8 Washable Wide-Tip Markers (classic colors)
1 Box of 8 Watercolors (please label)
1 Pocket Folder (please label)
1 Wide-Lined Spiral Notebook (1 Subject, 70 sheets, no perforations, please label)
1 Container (Plastic, approximately 8 ½" x 5", please label)
1 Shirt or Smock for Painting (Please label and place in a one-gallon Ziploc bag)
Ear Buds for Computer Class (Please label and place in a Ziploc bag)
2 Boxes of Crackers to Share
Non-marking tennis shoes for Phy Ed

Grade 1 (do not label unless specified)

Book Bag (please label)
Lunch Bag or Lunch Box, if applicable (label name on the outside, please)
2 Large Boxes of Tissues
2 Rolls of Paper Towels
2 Containers of Wet Wipes
1 Child-Size Scissors (please label)
1 – 4 oz. Bottle of Elmer's Glue
6 Glue Sticks
1 Yellow Highlighter
20 #2 Pencils, sharpened
1 Pencil Eraser (please label)
1 Box of 24 Crayons
1 Box of Washable Markers
1 Box of Colored Pencils
1 – 4-8 Pack of Low Odor Fine Tip Dry Erase Markers (any colors)
2 Durable Pocket Folders
2 Zipper Crayon Pouches (please label)
12-Inch ruler with inches/centimeters (please label)
1 Paint Shirt for Art Class (Please label and place in a one-gallon Ziploc bag)
Ear Buds for Computer Class (Please label and place in a Ziploc bag)
Non-marking tennis shoes for Phy Ed; Softball/baseball gloves will be used in the spring

Grade 2

Book Bag

Lunch Bag or Lunch Box, if applicable (label name on the outside, please)

2 Large Boxes of Tissues

1 Roll of Paper Towels

1 Container of Wet Wipes

1 Child-Size Scissors

4-oz. Bottle of Elmer's Glue

2 Glue Sticks

24 #2 Pencils

2 Erasers (white polymer erasers by Pentel, if possible)

1 Box of 16 or 24 Crayons

1 Box of Colored Pencils

1 Box of Washable Markers

3 Pencil Pouches

6 Pocket Folders – blue, green, yellow, red, 2 other of student's choice (do not label)

1 – 2 Pocket/3 Prong Folder (Not a 3 Ring Binder; do not label)

2 Wide-Lined Spiral Notebooks (one subject, no perforations if possible, do not label)

12-inch Ruler (inches/centimeters)

1 Personal Pencil Sharpener

1 Paint Shirt for Art Class (Please label and place in a one-gallon Ziploc bag)

Ear Buds for Computer Class (Please label and place in a Ziploc bag)

Addition and Subtraction Flash Cards, Facts 1-20 (for home use)

Non-marking tennis shoes for Phy Ed & Softball/baseball gloves will be used in the spring

Grade 3

Book Bag

Lunch Bag or Lunch Box, if applicable (label name on the outside, please)

3 Large Boxes of Tissues (do not label – 2 for classroom, 1 for Music)

1 Roll of Paper Towels (do not label)

1 Container of Disinfecting Wet Wipes (no baby wipes, please)

1 Pointed Fiskars Child-Size Scissors

2 Glue Sticks

4 oz. Bottle of Elmer's Glue

10 #2 Pencils (no mechanical pencils, please)

4 Red Pens (not erasable)

2 Large Pencil Erasers

Crayons (16 or 24)

Colored Pencils

Washable Markers

3 Zippered Fabric Pencil Pouches

2 Durable Pocket Folders (do not label)

3 Jumbo Stretchable Fabric Book Covers

1 Wide-Lined Spiral Notebook (1 subject, no perforations if possible, do not label)

1 Pkg. Wide-Lined Loose Leaf Paper

1 Three-Ring Binder (with at least 8 dividers)

12-Inch Ruler (inches/centimeters, stiff, not bendable)

1 Personal Pencil Sharpener

1 Paint Shirt for Art Class (Please label and place in a one-gallon Ziploc bag)

Ear Buds for Computer Class (Please label and place in a Ziploc bag)

Addition, Subtraction, Multiplication, and Division Flash Cards (for home use)

Non-marking tennis shoes for Phy Ed & Softball/baseball gloves will be used in the spring

\$7.00 Check/Cash to Saint Rose for Assignment Notebook

Grade 4

Book Bag

Lunch Bag or Lunch Box, if applicable (label name on the outside, please)

3 Large Boxes of Tissues (do not label)

2 Rolls of Paper Towels (do not label)

1 Adult-Size Pointed Scissors

2 Glue Sticks

4 oz. Bottle of Elmer's Glue

10 #2 Pencils

2 Large Pencil Erasers

4 Red Pens

2 Yellow Highlighters

Colored Pencils

Washable Markers

3 Zippered Fabric Pencil Pouches

2 Durable Pocket Folders (do not label)

1 Wide-Lined Spiral Notebook (1 subject, do not label)

2 Pkg. Wide-Lined Loose-Leaf Paper

12-Inch Ruler (inches/centimeters)

3 Jumbo Stretchable Fabric Book Covers

1 Personal Pencil Sharpener

1 Paint Shirt for Art Class (Please label and place in a one-gallon Ziploc bag)

Ear Buds for Computer Class (Please label and place in a Ziploc bag)

Addition, Subtraction, Multiplication, and Division Flash Cards (for home use)

Non-marking tennis shoes for Phy Ed & Softball/baseball gloves will be used in the spring

\$7.00 Check/Cash to Saint Rose for Assignment Notebook

Grade 5

Book Bag

Lunch Bag or Lunch Box, if applicable (label name on the outside, please)

2 Boxes of Tissues

2 Rolls of Paper Towels

1 Adult-Size Pointed Scissors

2 Glue Sticks

4 oz. Bottle of Elmer's Glue

1 Box of 24 Crayons

10 #2 Pencils

1 Large Pencil Eraser

Pilot FriXion Erasable Gel Ink Pen (optional)

2 Red Pens

2 Yellow Highlighters

Colored Pencils & Wide-Tip Washable Markers

3 Zippered Fabric Pencil Pouches

3 Wide-Lined Spiral Notebooks (do not label)

6 Durable Pocket Folders (do not label)

1 Pkg. Wide-Lined Loose Leaf Paper

12-Inch Ruler (inches/centimeters)

5 Jumbo Stretchable Fabric Book Covers

1 Personal Pencil Sharpener

1 Paint Shirt for Art Class (Please label and place in a one-gallon Ziploc bag)

Ear Buds for Computer Class (Please label and place in a Ziploc bag)

Addition, Subtraction, Multiplication, and Division Flash Cards (for home use)

Non-marking tennis shoes for Phy Ed & Softball/baseball gloves will be used in the spring

\$7.00 Check/Cash to Saint Rose for Assignment Notebook

Grade 6 – See also the General Supply List below

- 2 Two-Pocket Folders (Computer/Religion)
- 1 Wide-Lined Spiral Notebook
- 1 Three-Ring Binder – 1 ½” Size (No larger please, Math)
- 1 Package of 5 Index Dividers for Three-Ring Binder (Math)
- 3 Packages of Loose Leaf Paper (wide ruled)
- 1 Average/Large Size Book Cover (Religion Bible)
- 1 Container Post-It 1” Flags
- 2 Post It Note Pads (Reading)
- 3 Dispensers of White Out Tape
- 1 Scientific Calculator (Math)

Grade 7 – See also the General Supply List below

- 5 Two-Pocket Folder (Computer/English/Literature/Religion/Social Studies)
- 1 Wide-Lined Spiral Notebook
- 2 Three-Ring Binders – 1 ½” Size (no larger please, Religion/Math)
- 1 Package of 5 Index Dividers for Three-Ring Binder (Math)
- 1 Package 3 Hole Punched ¼” Graph Paper
- 3 Packages Loose Leaf Paper
- 1 Package Post-It Tabs/Flags
- 1 Scientific Calculator (Math)

Wonder by R. J. Palacio (to be read over the summer)

Grade 8 – See also the General Supply List below

- 5 Two-Pocket Folders (Computer/English/Literature/Religion/Social Studies)
- 2 Three-Ring Binders – 1 ½” Size (No larger please, Science/Math)
- 1 Package of 5 Index Dividers for Three-Ring Binder (Math)
- 1 Package 3 Hole Punched ¼” Graph Paper
- 3 Packages Loose Leaf Paper
- 1 Package Post-It Tabs/Flags
- 1 Scientific Calculator (Math)

To Kill a Mockingbird by Harper Lee (to be read over the summer)

General Supplies for All 6th, 7th, and 8th Grade Students

- 1 Bible-Breakthrough! Bible: Good News Translation (received in Sixth Grade)
- Book Bag and Lunch Bag or Lunch Box, if applicable (label name on the outside, please)
- 4 Large Boxes of Tissues
- 1 Roll of Paper Towels
- 1 Pointed Scissors
- #2 Pencils (many/can be mechanical)
- Pens (Standard Blue, Black, and Red)
- Colored Markers and Colored Pencils
- Yellow Highlighters
- Pencil Pouch
- 2 Packages of 3x5 Index Cards (Social Studies/6 Reading/7-8 Religion)
- 4 oz. Bottle of Elmer’s Glue
- Scotch Tape
- 1 - Two Pocket Folder (Spanish)
- 1 Wide-Lined Composition Notebook - No spiral, please (Spanish)
- Accordion Folder
- 4 Jumbo-Size Book Covers (Literature/English/Math/Social Studies)
- 1 Sketch Book (at least 5” x 7”, no lines, with spiral binder, can be used all three years, Art)
- 1 Paint Shirt for Art Class (Please label and place in a one-gallon Ziploc bag)
- Ear Buds for Computer Class (Please label and place in a Ziploc bag)
- 8 GB Flash Drive for Computer Class
- Non-marking tennis shoes for Phy Ed; Softball/baseball gloves will be used in the spring
- Metal Locker Shelves (optional)
- \$7.00 Check/Cash to Saint Rose for Assignment Notebook

Saint Rose of Lima Catholic School
2018-2019 Prekindergarten Supply List

All prekindergarten supplies will be cooperatively shared. Please do not label supplies unless specified. Wet wipe, tissues, and paper towels will need to be restocked in the winter and/or spring. A note will be sent home when it is your child's turn to bring a healthy snack and juice (no juice boxes please). Thank you for your cooperation!

Each Prekindergarten student will need the following supplies: (do not label unless specified)

Backpack (large enough for a folder, easy for child to open and close, please label)

3 Rolls of Paper Towels

2 Large Boxes of Tissues

2 Containers of Wet Ones (antibacterial hand wipes)

1 Box of Dixie Cups (5 oz.)

1 Fiskars Child-Size Scissors

10 Glue Sticks

4 oz. Bottle of Elmer's Glue

1 Box of 8 Crayola Wide-Tip Washable Markers

1 Box of 24 Crayons

1 Box Large Crayola Crayons

10 #2 Pencils

1 Pocket Folder (please label)

\$25.00 Activity Fee Check payable to Saint Rose for projects and other supplies

Prekindergarten Extended Day Supply List

All students attending Extended Day, please provide the following supplies. Thank you!

Lunch Bag or Lunch Box (label name on the outside, please)

2 Rolls of Paper Towels

2 Large Boxes of Tissues

2 Containers of Wet Ones (antibacterial hand wipes)

1 Box of Dixie Cups (5 oz.)

1 Box of Crayola Washable Markers

1 Box of 24 Crayola Crayons

2 Bottles of Juice to Share

2 Boxes of Crackers to Share

6 Glue Sticks

1 - 4 oz. Bottle of Elmer's Glue

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