

St. Rose of Lima School

Handbook



Handbook Revised 2011-2012 School Year

Table of Contents

PHILOSOPHY	6
Vision Statement.....	6
Mission Statement.....	6
Statement of Beliefs.....	6
St. Rose of Lima <i>Saints</i> Model	6
ACCREDITATION.....	7
Middle States Commission on Higher Education.....	7
ADMISSIONS.....	7
Age Eligibility.....	7
Registration	7
Transfer Students	8
EDUCATIONAL PROGRAM	9
Academics.....	9
Curriculum.....	9
Instruction.....	9
Subjects.....	10
Remedial Classes	11
Homework	11
Grading and Reporting.....	11
Assessments/Evaluations/Grading.....	11
Standardized Testing	11
STUDENT SERVICES	12
L.I.U.....	12
L.I.U. #12 Support Services	12
L.I.U. #12 Speech Therapy.....	12
L.I.U. #12 Gifted Program.....	12
Staff Developed Enrichment Program.....	13
Morning Care.....	13
Time.....	13
Fee	13
Extended Care.....	13

Program	13
Admission Policies	14
Staff	14
Discipline.....	14
Fees.....	15
Snacks.....	15
Homework	15
Records/Attendance.....	15
Emergency	16
Daily Release.....	16
Calendar and Scheduling.....	16
Daily Schedule.....	16
Yearly Calendar	16
Cancellations and Dismissals.....	16
Transportation.....	17
School Bus.....	17
Car Riders	17
Parking.....	17
Books and Belongings	17
Change of Address or Telephone.....	18
Office Telephone	18
Cell Phones and Electronic Devices	18
Classroom Parties	22
Field Trips and Assemblies.....	22
Lunch Procedures	22
Money	23
Non-Custodial Parent.....	23
Records	23
Visitors.....	23
Extracurricular Activities.....	23
Student Council.....	24
Publication	24
Attendance	24

Reporting Unplanned Absences	24
Make-Up Work.....	25
Extended Family Vacations.....	25
Late Arrivals	25
Doctor and Dentist Appointments	25
Pick Up	25
DISCIPLINE	26
Self-Discipline	26
Student Responsibilities.....	26
Playground Rules	26
Detention.....	27
Weapons or Threats of Violence.....	27
Drugs and Alcohol	27
Suspension	28
Expulsion	29
COMMUNICATION & INVOLVEMENT.....	31
School Board.....	31
Home and School Association.....	31
Volunteers.....	31
Communication.....	32
Communication Folder	32
Parent Conferences	32
HEALTH & SAFETY	33
School Nurse.....	33
Universal Precautions	33
Medications.....	33
Prescription Medication.....	33
Non-Prescription Medication.....	33
Illness or Injury	33
Immunizations	34
Emergency Information	34
Emergency Evacuation Drills	34

FINANCES.....	35
Tuition.....	35
Parish Subsidy.....	35
Tuition Payment Policy	35
Returned Check Policy	35
Stewardship.....	36
Tuition Reduction	37
St. Rose Fees.....	37
Stationery	37
Registration.....	37
Pictures	38
Yearbook	39
DRESS CODE AND UNIFORM POLICY	39
Boys Grades 1-6 General Accessory Requirements	39
Boys Grades 1-6 Warm Weather Uniform	39
Boys Grades 1-3 Cold Weather Uniform.....	39
Boys Grades 4-6 Cold Weather Uniform.....	39
Girls Grades 1-6 General Accessory Requirements	40
Girls Grades 1-6 Warm Weather Uniform.....	40
Girls Grades 1-3 Cold Weather Uniform.....	40
Girls Grades 4-6 Cold Weather Uniform.....	40
Physical Education Requirements.....	41
Physical Ed. Excuses	41
Non-Uniform Day Dress Code	41
Jewelry	41
Hair Cuts.....	42
FACULTY AND SERVICES	42
Faculty	42
Counseling	42
Library	42
RIGHT TO AMEND HANDBOOK	43

PHILOSOPHY

Vision Statement

St. Rose of Lima School exists to bring the Good News of the Gospel to the people of St. Rose of Lima Parish and its neighboring communities.

Mission Statement

St. Rose of Lima School prepares students to positively impact the world around them by providing a community of love and faith that facilitates each child's unique intellectual, spiritual, emotional, and physical growth.

Statement of Beliefs

At St. Rose of Lima School, we believe:

- Every child is a gift from God.
- Parents are the primary educators of their children.
- Teachers are a partner with the family in the educational process.
- Every person must be treated with dignity, respect, and care.
- The School is rooted in the life of the Parish.

Saint Rose of Lima Saints Model

At Saint Rose of Lima we recognize that parents are the primary educators of their children. As a parish community working together to fulfill our mission, we have chosen a "saints" model to assist our children in their emotional and spiritual growth. We strive to be like the saints everyday; therefore we have adopted this "Saints motto" to help us in our daily choices.



Serving and loving one another and God
Always prepared
In control of ourselves
No Bullying
Treating ourselves and others with respect
Spiritual and spirited

ACCREDITATION

Middle States Commission on Elementary Schools (MSCES)

“The Middle States Commission on Elementary Schools of the Middle States Association of Colleges and Schools is one of three accreditation units of this regional accrediting body. Other units include the Commission on Higher Education and the Commission on Secondary Schools.

MSCES works with public and private schools that serve an elementary-age population in New York, New Jersey, Pennsylvania, Delaware, Maryland, the District of Columbia, Puerto Rico, and the US Virgin Islands. MSCES also works with schools in the mid-East, near-East, Africa, and Europe.”

<http://www.ces-msa.org>

Saint Rose of Lima School is in the process of attaining Middle States Accreditation. The school has completed the self study and on-site assessment. The school has been recommended for Middle States Accreditation. The affirmation of this process will be conveyed in the fall of 2011.

ADMISSIONS

Age Eligibility

Kindergarten students must be 5 yrs. old; pre-K students, 4 yrs. old; and 1st Graders, 6 yrs. old on or before August 31st of the school year in which they are enrolling. Ages must be verified by a birth certificate and medical immunization records must be complete to meet the requirements of entry as determined by the Pennsylvania Secretary of Health.

Registration

Registration is announced through the parish and school web sites, bulletin, and newspaper. Traditionally it occurs before the spring of the present school year. Dates are set and announced by the principal and school board, with the Pastor’s approval. New registrations are on a trial basis to ascertain if we can meet the academic, spiritual, and emotional needs of the child. After 30 days, an assessment is made by the staff to determine if the child should remain during the first trial year.

As a Catholic parish school, St. Rose gives preference in admission to Catholic students living within the parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to non-Catholics.

St. Rose of Lima School, prepares students to positively impact the world around them by providing a community of love and faith that facilitates each child’s unique intellectual, spiritual, emotional, and physical growth; therefore it does not discriminate on the basis of race, gender,

color, national or ethnic origin in the administration of educational policies, admissions policies, loan programs, and athletic or other school-administered programs.

St. Rose of Lima School follows Diocesan Policy #5150 and does not prohibit admission or discriminate against students who attend or desire to attend solely because of HIV infection, AIDS, or related diseases.

Transfer Students

Students transferring from other schools should provide copies of the most recent academic record. Students are admitted on a trial basis to determine if we can meet the academic, emotional, and spiritual needs of the child. An evaluation on the part of the staff will be conducted after 30 days to determine if the child should remain for the rest of the school year. At the end of one year, written notice will be given to the parents of the child if it has been determined the school cannot meet the learning needs of that child. Official academic and conduct records will be requested from the previous school. Parents/guardians must sign all permission forms for transferring these documents in order for a child to be accepted and remain during the trial year.

Refer to Diocesan Policy Handbook #5112.4 for further requirements

EDUCATIONAL PROGRAM

Academics

Curriculum

St. Rose of Lima School follows the curriculum set forth by the Diocese of Harrisburg. This curriculum meets the state standards set forth by Pennsylvania Department of Education. The school is also in the process along with the Diocese of Harrisburg in adopting the “Common Core Standards”. The mission is listed below.

Mission Statement

“The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.”

<http://www.corestandards.org/> (*More can be found at this web site*)

The curriculum adopted by the Diocese of Harrisburg and aligned with the Pennsylvania Department of Education, can be found by going to the following web site:
www.hbgdiocese.org.

(Go to “Catholic Schools” and then proceed to elementary curriculum in the drop down menu. If you do not have internet access, you are welcome to schedule a time to visit the school and borrow or view a copy.)

Instruction

A variety of resources are used to implement instruction. The staff at St. Rose of Lima utilizes web sites, textbooks, and manipulatives, and also partners with parents and community resources to enhance the education of our students. Teachers differentiate, scaffold, and tier instruction. Accommodations are made when and if a student’s evaluation indicates that this is warranted.

Cooperative learning groups, small group, whole group, and individual instruction are ways students are engaged in the learning process. Skills such as note-taking and outlining, organization, decision making, independent activities, and personal responsibility are all emphasized and reinforced across the curriculum.

Subjects

The subjects taught are based on the curriculum adopted by the Diocese of Harrisburg.

The **religion curriculum** is of primary importance and permeates the day. It is not only a subject taught, but a way to live. Children participate in a variety of prayer services and liturgies, reach out to others in the parish and neighborhood, and experience living in a caring family atmosphere. All children are expected to participate in all aspects of the religion program.

Language arts include reading, writing, speaking, listening, and the many related components of these contents. The various components are taught specifically and are integrated across the curriculum. Researched web-based reading programs are utilized to enhance individualized instruction to aid in the language arts curriculum. Students participate in the Diocesan Spelling Bee.

Math is taught daily on all grade levels. Students are exposed to web-based programs to enhance their skills as well as hands-on activities and textbooks to assist in comprehension of math concepts.

Science is a “hands-on” learning experience in pre-k through 6th grade. Student learning is enhanced through the availability of such programs as “Advancing Science” from Gettysburg College, parent and parishioner “knowledge share,” stream study field trips, and web based resources. St. Rose of Lima provides an opportunity for students to apply their science knowledge in the St. Rose of Lima Science Fair. This enables students to showcase both concepts learned and analytical skills.

Social Studies is taught on all grade levels. In our youngest students it may be taught across our language arts program in reading. Students learn map skills and are exposed to Junior Achievement. This program comes into our schools and enhances the curriculum. Every two years or as pre-determined, our upper grades have a chance to participate in a special program implemented by Junior Achievement. This culminates with a field trip for a day to a “real town” experience. Here the student’s role play in civic and government jobs for a day. Decisions, rewards, and consequences are determined by our students as they engage in these “jobs.” Students also participate in the Diocesan Geography Bee.

Physical Education has learning experiences that are essential to the physical and emotional growth of our children. The experiences are planned on their level to meet the needs of the students, since research shows a correlation of certain motor skills and academic development. As a school our students participate in the Presidential Physical Fitness Challenge.

Music and **Art** are subjects that enhance student learning. Students not only learn about other people, cultures, and various medium expressions, they also grasp a better understanding of their Roman Catholic faith through these areas. Additionally, students are given opportunities to share their talents.

Foreign Language...At St. Rose we offer students a chance to learn a foreign language. Presently through the use of Rosetta stone, a web based program, students have the opportunity to learn Spanish both in school as well as at home. Latin is available to some students as well. Students are encouraged to take advantage of this program.

Technology is integrated across the curriculum in all subject areas. Computer skills are taught to every student weekly in the computer lab; however the use of computers is not limited to keyboarding skills. Kindles, ipads, iPods, notebooks, etc. are resourceful tools to use in education. As a school, students will be able to use these technologies as determined by the teacher and principal on a project and student need basis.

Security and safety is an integral part of computer use. Firewalls and other blocking mechanisms are in place—and monitored—to help ensure students’ safety when using the World Wide Web. We recognize that we exist in a digital global community. We embrace the use of technology as we offer opportunities for our students to learn how to safely and effectively use technology as we prepare them for God’s world.

Refer to Diocesan Policy Book, Curriculum # 6130(a)-#6130(d)

Remedial Classes

When necessary, basic reading and math skills are reinforced through remedial instruction. Students can be recommended for these extra classes by teachers or parents. Classes are scheduled, as far as possible, during independent practice times so that children do not miss other direct instruction.

Homework

Homework is an extension of the learning that takes place in school. Homework is given to reinforce skills and provide opportunities for independent study, research, or creative thinking. Parents should help their children by arranging a quiet comfortable place for the student to work, scheduling a regular and structured time for homework and by checking homework assignment books to see that work is completed and neat. Parents should refrain from doing their child’s homework. Accuracy is important, but if parents see that mistakes truly represent a misunderstanding of the concept, they should write to the teacher so that it can be addressed again in class. Neglect of homework is a serious matter, and we ask that you do not offer excuses unnecessarily.

Grading and Reporting

Assessment/Evaluations/Grades

Parents can access student grades through www.classroll.com. There is a link on the school web site. Parents are given a password for this web based program. Teachers assess student learning

through various methods such as informal observations, tests, interviews, journals, experiments, performances, projects and tasks, portfolios, anecdotal records, activities, and formal assessments. These informal and formal assessments are tools used in the process for evaluating students based on the standards. These evaluations for a particular subject are used to assign a grade. This information is relayed to the student and parents to assist in further success.

Standardized Testing

The IOWA Test of Basic Skills is administered in April to students in grades 3 through 6. Test results can determine eligibility for special programs and help in local and diocesan curriculum evaluation and planning.

STUDENT SERVICES

Instructional Support Team

A teacher or parent may refer a child to the Instructional Support Team. This team of teachers has been trained and prepared to look at the child's needs. Through a designed plan the team may recommend a plan to assist a child with staying on task, dealing with social issues, or recommendation for help beyond the team's capabilities.

L.I.U

Any service provided by the Lincoln Intermediate Unit (or "L.I.U.") #12 requires a form signed by the parent/guardian to initiate support.

L.I.U. #12 Support Services

Students who experience difficulty in understanding or completing grade requirements may be recommended by the teacher or parent for a psychological evaluation. Prior to this step, an Instructional Support Team of teachers and professionals will meet to formulate an educational plan.

L.I.U. #12 Speech Therapy

A speech therapist is assigned to the school by Lincoln Intermediate Unit, one day a week. Students in the primary grades are screened annually. Other students may be referred by teachers or parents for help in speech development and language.

L.I.U. #12 Gifted Program

A gifted program is available during the school day to qualified students. Topics cover a broad range of interests and are tailored to the student. A student must receive a psychological evaluation to determine eligibility for this enrichment program. Students are required to complete all regular classroom assignments missed while they attend the program.

Staff Developed Enrichment Program

St. Rose of Lima School offers an enrichment program for students in grades k-6. The enrichment program is offered over 6-8 weeks. The courses offered are aligned with PA State and Diocesan standards. The faculty strives to provide two course offerings/year. One is held in the fall of the year and the other in the spring. Students meet once a week for approximately 50 minutes. The courses are offered cross grade levels allowing for students to engage in learning activities (grouped according to interest) in a cooperative team environment. Courses offered in the past have been based on such subjects as science, art, and nutrition just to mention a few. (Enrichment opportunities vary dependent upon staff and time constraints.)

Morning Care

Time

Before School Care begins at 7:20 a.m. and extends to 7:40 a.m. The Principal or designated staff person is in charge at this time. Students are given breakfast during this time. (The fee is the same whether they choose to eat or not.) They are free to talk, read and engage in selective morning activities designated by the Administrator.

Fee

	1 child	2 children	3 children	
1 day/week	\$3.00	\$6.00	\$8.00	
2 days/week	\$6.00	\$12.00	\$16.00	
3 days/week	\$9.00	\$18.00	\$ 24. 00	
4 days/week	\$12.00	\$24.00	\$ 32.00	
5 days/week	\$15.00	\$30.00	\$ 40.00	

The fees above are subject to change based on family needs with the Pastor's approval.
(If it is determined the fee needs changed, those families involved would be notified in writing and via phone call. Students involved with extended care on a weekly basis, may have their morning care fees waived and be charged only for breakfast if necessary.)

Extended Care

Program

The Extended Care Program provides professional care, supervision, recreation, homework and enrichment activities. The schedule each day includes play time, a nutritious snack, homework time, arts and crafts activities or videos, and recreational games. The program operates under the philosophy of the school and its families. A family atmosphere is encouraged, along with respect for authority, care of property, and a sense of cooperation. A conduct warning will be given for major or continuous infractions, and three such conduct warnings will result in one week suspension of extended care services.

The Extended Care Program operates from 3:00-6:00 p.m. each school day. The program follows the school calendar and is only open when school has been in session. A late pick-up fee of \$5.00 per minute is charged after 6:00 p.m.

Admission Policies

The Extended Care Program is open to all St. Rose students, Pre-k through 6th grade. Children are accepted into the program on a pre-registered/prepaid basis. An initial registration fee of \$25.00 is required to purchase craft supplies, indoor/outdoor games, and other materials. The registration fee is due before attendance. The program does not operate when school is closed due to inclement weather.

Each month a schedule will be provided for a parent to indicate projected days of care. These projected days of care are highlighted in the attendance record. This enables staff to quickly determine where your child should be each day. Therefore, it is crucial that the Extended Care Staff receive all schedules and fees by the due date noted on each form.

Emergency drop-in is available at a cost of \$10.00 (non-registered) and \$8.00 (registered). Please write a note to inform the child's teacher and the Extended Care Director of your need for care that day and include an envelope with the drop-in fee.

The cost of the Extended Care Program is established for each school year. Anyone financially one month in arrears will have their extended care privileges suspended until payment can be made in full. Any scheduled payments received twenty days after the due date, which is the first of the month, will be subject to an additional \$5.00 fee. A \$35.00 charge will be assessed for all checks that are not honored.

The current emergency forms must be on file before a student is allowed to be admitted to extended care.

Staff

The Extended Care Program employs experienced staff. The staff is required to be in compliance with volunteer and employment clearances as mandated by the Diocese of Harrisburg. The staff works together and the director is responsible for daily organization and supervision of the program.

Discipline

The behavior expectations during school continue in the after school program. Those students who do not abide by the rules are subject to the same disciplinary actions of the students during regular school hours.

Fees

	1 Child	2 Children	3 Children	Snack Fee
1 day/week	\$8.00	\$16.00	\$24.00	*See # 6
2 days/week	\$16.00	\$32.00	\$48.00	
3 days/week	\$24.00	\$48.00	\$72.00	
4 days/week	\$32.00	\$64.00	\$96.00	
5 days/week	\$40.00	\$80.00	\$120.00	

A late payment fee of \$5.00 per minute is charged after 6:00 p.m. This fee is due on that day at time of pick-up. The clock located in the school lobby is used to validate the time.

Snacks

Snack time is available on a daily basis. Parents have the option to purchase snack (which includes a drink) from the Extended Care Program for \$0.60/day. This fee will be debited from your lunch account. Please DO NOT include this payment with your Extended Care fee. You may opt to pack a snack from home each day. This will be eaten at the same time as those buying a snack. If you do not want your child to purchase a snack from Extended Care, please notify us in writing so we can be sure they do not take one. The fee will be the same whether they take the drink, the snack, or both the drink and the snack.

Homework

Each day a one hour homework period is scheduled from 3:00 p.m. - 4:00 p.m. It is possible that not all homework will be completed. A staff member will supervise the homework room, check work when completed, and provide help when necessary.

It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The Extended Care staff has no way of knowing what homework has been assigned to which students.

It is the child's responsibility to put all supplies and papers in the proper place when work is completed. The staff cannot be responsible for papers/projects left in the room.

Records/Attendance

Attendance will be taken each day at 3:00 p.m. This record is kept and compared to your submitted projected schedule. A financial record is kept by the Extended Care Director. Please make all checks payable to:

St. Rose of Lima School
Memo: Extended Care Fee

Send all correspondence in a separate envelope with your NAME and specifically marked “Extended Care.” The attendance record and financial record will be used if you feel a financial or scheduling error has been made.

Emergency

In the event of an emergency, the student will be taken to the hospital by ambulance. Minor first aid will be administered to your child as necessary by qualified Extended Care staff. The staff is trained in CPR and First Aid. Parents will be notified of an incident at time of pick-up.

If you are in an emergency situation, please call the school at 792-0889 before 4:30 p.m. If there is no answer you may contact the Director through the cell phone number given to you. This will alleviate any missed messages.

Daily Release

Students will be released only to the persons authorized by the custodial parent. The Director must be notified in writing or by phone call if someone other than the custodial parent will be picking up your child. They must display proper photo I.D. upon arrival.

Calendar and Scheduling

Daily Schedule

School Hours 8:00 a.m. to 2:50 p.m.

Office Hours 8:00 a.m. to 4:30 p.m.

Lunch Hours 11:00 a.m. to 1:00 p.m. (staggered by grade)

The doors open for students at 7:40 a.m. No student is admitted to the building before this unless they have arrived by bus, pre-arranged with the principal or participates in Morning Care.

Yearly Calendar

St. Rose follows the general calendar of the Diocese of Harrisburg and coordinates schedules with the York Area Catholic Schools. A calendar detailing holidays and special events is published each year and will be posted on the school website: www.stroseschoolpa.org. If you are unable to access the website, a printed copy will be sent upon request.

Cancellations and Dismissals

If school is cancelled because of weather conditions or a local emergency, the closing will be announced on local radio stations WSBA (910 AM) and WARM 103, and TV stations WGAL-Ch.8, WPMT Fox 43, and WHTM-CH. 27 in the early morning.

St Rose usually follows the West York School District regarding delays, cancellations, and early dismissals. However, public school districts determine the availability and time schedule of their busses. Parents should listen to their local school district’s announcements.

Emergency or unplanned early dismissals will be announced on the radio. Dismissal will be at the time of a student's district of residence dismisses, unless otherwise announced.

An e-mail announcement will be sent to all parents or guardians who furnish an e-mail address. Phone calls will not be made to parents who do not provide an e-mail address.

IT IS EXTREMELY IMPORTANT THAT PARENTS AND GUARDIANS PROVIDE THE SCHOOL WITH AN UP-TO-DATE E-MAIL ADDRESS.

Supervision will be provided for students whose busses deliver or pick them up on a schedule different from St. Rose.

Transportation

School Bus

Bus routes and stops are planned and established by the school districts involved. No student may ride any bus other than the one to which he/she is assigned. Disorderly or unsafe bus conduct may result in suspension of bus privileges. Drivers are asked not to block lanes in front of the school or pull around a bus while it is loading and unloading.

St. Rose students are expected to behave as if they are in school while riding the bus. In addition to suspension of bus privileges as detailed above, the school's discipline policy applies to students while riding on a bus and to behavior at bus stops.

Car Riders

Drivers who transport children to and from school by a private car must abide by all safety regulations. Busses will have priority over private cars when arriving and leaving the school. Please post a family name card in the front right windshield. Drivers are asked to arrive at 3:00 p.m. for car line.

If a student is not picked up from school by 3:15 p.m., the student will be placed in the Extended Care Program. Parents arriving for pick-up between 3:15 – 3:30 p.m. will be charged \$2.00. Parents arriving for pick-up after 3:30 p.m. will be charged the drop-in rate, due at pick-up.

Parking

Parking is available throughout the school day in the parking spaces located in the front circle of the school.

Books and Belongings

The need to cover textbooks and workbooks is left up to the decision of the classroom teacher. The teacher will convey that need if necessary. There should be no drawing or doodling on book covers, text pages, or copy books used for class. All belongings must be clearly labeled with the student's name. No books may be carried to or from school without a school bag. Lost and damaged books must be replaced by full payment of their value.

Students are required to provide scissors for their use during the year. Students may not keep scissors in their desks or book bags. Teachers will collect and keep the scissors as they are brought into school. Please label the scissors with the student's name. Teachers will hand out and collect scissors as they are needed in the classroom.

Change of Address or Telephone

It is very important that every student maintain an up-to date address and telephone number on record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

Office Telephone

The St. Rose School Office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Students may call home for health reasons, but not for forgotten assignments or materials.

Cell Phones and Electronic Devices

Cell phones and other electronic devices must be turned off and stored in a backpack or book bag during school hours. Cell phones and other electronic devices which are not turned off and stored in a backpack or book bag during school hours will be confiscated. Parents or guardians will be notified when a cell phone and/or other electronic device is confiscated. Confiscated items will be returned to parents or guardians at the school office. Confiscated items will not be returned to students. We are not responsible for lost or stolen electronics.

As technology evolves and students bring more of their own devices to school, the school will not be responsible for lost or stolen items. There may be opportunities for students to use technology more in the classroom other than computers. Any student thought to be misusing any equipment either school owned or personal may be subject to disciplinary actions determined by the principal/diocesan policy. See below:

Copied from the diocesan web site... (With permission)

**“Acceptable Use Policy for Web 2.0 Tools
Wide Area Network for the Harrisburg Diocese
Use of New Web Tools**

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other Web interactive use must follow all established Internet safety guidelines. Part of the process of using web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follows:

Blogging/Podcasting Terms and Conditions:

The use of blogs, wikis, podcasts or other web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tool. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.

Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.

A student should NEVER post personal information on the web (including, but not limited to, last names personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class's blog or wiki. Example: personal MySpace or Face book pages.

Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), student need to realized that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.

Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting

Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.

Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of web 2.0 tools. (No making illegal copies of music, games or movies)

Internet Safety Rules for Children

Don't give out information about yourself like your last name, phone number, address or school — without asking your parents first.

Never e-mail a picture of yourself to strangers.

Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.

Avoid chat rooms or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.

Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.

Don't open up e-mails, files or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious — don't click on them.

Don't give out your password, except to responsible adults in your family.

Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.

Talk with your parents about alternative sites that may be appropriate for you

Teachers are expected to teach Internet Safety protocols to all students on a yearly basis.

Taken From: <http://www.npr.org/templates/story/story.php?storyId=14427020>

Glossary

Web 2.0 Tools and Technologies

Web 2.0 tools and applications are about users and content, instead of just surfing on the Internet. It's about what the Internet can do for an active collaborator, rather than a passive viewer. One major advantage of Web 2.0 tools is that the majority of them are free.

Podcasting

If an individual was interested in video games, they might search a podcast submission Web site (like Podcast.net) and download an audio review of a game to listen to on their computer. A Podcast is syndicated audio, or video produced by traditional media such as radio and television or by individuals passionate about a particular subject.

Blogs

They may then decide to comment about this audio review on their Blogger or Wordpress blog. A blog or Weblog is a chronological, online diary. Individuals can subscribe to a person's blog, which allows them to read it and to write comments in response to blog posts.

RSS

If this weblog has an RSS feed in place, subscribers to the blog can choose to be automatically notified of this new blog post. RSS (or Really Simple Syndication), is a method for delivering regularly changing Web content. Many blogs and Internet publishers syndicate their content as an RSS Feed to allow people to subscribe to it easily.

Social Bookmarking

This individual may decide that they would like more people to be able to see and remark on the blog post. They could do this by submitting the blog post to a social bookmarking site like Del.icio.us. Social bookmarking sites are Web sites that allow shared lists of user-created Internet bookmarks to be displayed and commented on. Social bookmarking sites allow you to organize your bookmarks by allocating a number of 'tags' to them. This makes it easy for other people who may be interested in a particular group to find related bookmarks.

Social Networking

People who visit the bookmark site for this 'games review' tag are likely to see your bookmark. As more people find your bookmark and comment on it, you'll find yourself part of a collection of people who have a shared interest in video games - You are now 'social networking'.

The above is from: <http://www.webreference.com/promotion/web20/> “

Technology Rules

Students will receive information regarding the use of computers and technologies for instructional purposes. Students will also receive guidelines regarding use of technology outside of school hours. Parents/guardians need to review and sign these separate policies with their children.

Classroom Parties

Celebrations of any kind must be planned through the teacher, should be of limited duration, and scheduled after the lunch period. Please consult with the classroom teacher when providing snacks due to student allergies. Please practice healthy choices when sending in food.

Field Trips and Assemblies

Field trips and assemblies are planned throughout the school year and incorporated into school work and assignments. Parent chaperones are invited and welcome. **All chaperones and volunteers must comply with the Diocesan Youth Protection policy. Chaperones must have and wear their approved volunteer badge to participate in any field trips.** Where numbers are limited by space or regulation, the teacher will choose randomly from the volunteers. Since reservations must be made ahead of time, please make sure that you are able to go on the trip. Most places do not refund monies after reservations are made.

No student may go on a field trip without a written permission form issued by the school and signed by a parent or guardian. A phone number is required for emergency contact during any trip.

Field trips and assemblies are a privilege. Any student whose level of cooperation and behavior may be detrimental to the group will not be permitted to attend the field trip or assembly. Children not permitted to attend or who do not have permission to attend a field trip must attend school as regularly scheduled.

All children must return to and be dismissed from school with the group unless prior approval is granted by the Principal. Requests must be in writing and received a minimum of 2 days prior to the trip.

Breakfast

A choice of a toasted bagel or cereal is available on a daily basis. This fee comes out of the lunch account monies. Milk and juice/piece of fruit are offered with this breakfast. The breakfast menu may change in which families/students would be notified of the change.

Lunch Procedures

Lunches are planned to include healthy choices. There are designated days for pizza, subs, etc. These days may vary from year to year. Slushies, which are 100% fruit juice are available daily. Please let us know in writing if your child has a limit to the number of days which he or she may purchase slushies. There are two food choices on the days your child forgets to pack as well as the designated lunch days. Children who wish to buy lunch make their selection in the morning before classes begin. Milk, water and various snacks are also available to those who bring lunch from home.

All lunch, snack, and milk money is placed in an envelope with the student's name and grade written on the envelope. The envelope is turned into the classroom teacher in the morning. No money is brought into the cafeteria at lunch time.

Forgotten lunches may be brought to the School Office throughout the morning. Students may not call home for forgotten lunches (unless there is a health problem), but will be served a lunch from the cafeteria and charged the daily rate. No one goes without a lunch.

Timing is essential for the smooth flow of continuous lunch periods and many children have difficulty regulating their time between talking and eating. The lunch period is followed by recess, so the priority at this time is a healthy meal. The teacher-supervisor will allow quiet conversation whenever possible in the cafeteria.

Money

All money coming into the school must be in an envelope, and clearly labeled with the student's name and the money's purpose. (Ex: lunch, tuition, field trip, etc...)

Non-Custodial Parent

In the absence of a court order to the contrary, the School will provide the non-custodial parent with access to academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a certified copy of order.

Records

Parents who would like to view their child's records should submit a written request, with twenty-four hours advance notice, to the Principal.

Visitors

All visitors must report to the School Office upon entering the building to receive a visitor badge. A visitor badge is supplied to a speaker who has pre-approval to be in the building and does not have a St. Rose of Lima Volunteer Badge. An example of this would be a political figure that is there to address our students as part of a learning experience and has pre-approval from the Pastor and/or Principal. A visitor's badge may not be used for field trips. No one proceeds to a classroom without permission from the principal or administrative assistant. As a safety precaution, children are not to open school doors for anyone.

Extracurricular Activities

A variety of activities are offered for student participation, enjoyment, and responsible development of God-given gifts. Students are encouraged to develop and share their talents. Some activities will be scheduled during lunch hours; others after school. Activities include

such things as Student Council, Envirothon, Tai-Kwan-do, Yearbook, cheerleading, basketball; T-ball, softball, and various club activities. After-school rehearsals, practices, or meetings will be scheduled through the year. Permission slips are required for participation. Parents are notified in advance and are responsible for students' transportation.

The school is not responsible for any after school extracurricular activities that are not directly supervised by school staff, including but not limited to any sport activities or cheerleading.

Student Council

Students in grades 3-6 are elected to participate in planning activities, representing student concerns, and assuming leadership roles in the school.

Publication

St. Rose of Lima School publishes student photographs, artwork, class work, and recognizes student achievements in newspapers, brochures, the school website, calendars, and similar media. Parents or guardians must complete the form in the hand book **and return by September 7th of that school year.** The school must have this form for each student on hand.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following list of circumstances is the only recognized excuses for unplanned school absences:

- personal illness;
- family illness;
- death in the family; or
- religious holiday.

A student, who has missed ten days of school or more, may be required to provide medical documentation from a doctor verifying illnesses. This will be decided on an as need basis. The student is required to give advance notice to the school in order to be excused for any other type of absence. Planning vacations during school time is discouraged, and work missed during this time becomes the student's responsibility upon return.

Reporting Unplanned Absences

If a student is unable to attend school, a parent or guardian must call the Office between 7:30-8:00 a.m. to report the absence. The following information must be provided: student's name, grade, and reason for absence.

A brief written note explaining the child's absence is required upon the student's return. A physician's certificate is required before readmission when a child has a communicable disease or when a student has been absent three or more consecutive days due to illness.

Truancy is reported to the attendance officer of the school district wherein the student resides.

Make-Up Work

Teachers will provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school and completing the work in a timely fashion as set forth by the teacher. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given.

Extended Family Vacations

Parents are discouraged from taking children out of school for extended family vacations because the child's academic progress is often interrupted and affected. However, the final decision is the responsibility of the parents. Make-up work is the responsibility of the child upon his or her return to school.

Late Arrivals

Prompt arrival at school is expected of all students. A late arrival disrupts class and causes loss of instructional time. Any student who arrives at school after 8:00 a.m. is considered late. A student who is late must report to the School Office in order to obtain an admission slip to class. Consistent lateness will result in a parent/teacher/Principal conference to assist in helping families to be punctual.

Doctor and Dentist Appointments

Students are expected to make every effort to schedule doctor and dentist appointment outside of school hours. However, when this is not possible students will be excused for these special appointments with a written request from parents.

Pick Up

Any parent or guardian picking up a student for early dismissal must report to the School Office. The child will then be paged on the PA system. The guardian must sign the child out for the day.

DISCIPLINE

Self-Discipline

Through moral instruction, facing consequences, and careful guidance, students are led to develop a sense of responsibility, accountability, and a healthy self-discipline. School rules and expected conduct are built on our Catholic heritage of reverence and respect for God, others, and self.

Teachers have the authority and responsibility to maintain discipline in the classroom. Discipline policies are consistently enforced. Options for dealing with disciplinary issues include a conference with the student, a conference with the parent, classroom disciplinary procedures, detention, or direct referral to the Principal.

Student Responsibilities

The following are examples of infractions warranting disciplinary actions:

- disrespect to authority;
- fighting and name-calling;
- taking or destroying other's property;
- using abusive language or ridicule;
- interrupting classes by disruptive behavior;
- leaving class or school without permission;
- disregarding yard rules;
- disregarding the school dress code;
- disruptive, unsafe, or inappropriate behavior on the bus; and
- failing to complete school and home assignments.

To prevent these behaviors from occurring, our students follow the SAINTS program as noted previously in the Philosophy section of this handbook.

Playground Rules

Basketball, four-square, and bouncing ball games may be played on the blacktop. Balls are never to be thrown at another student. Games involving physical coordination or jumping rope are encouraged, while games involving any physical tackling, kneeling, or rough contact are prohibited. No hard balls, sticks, or dangerous equipment may be used. Children are to report any difficulties to the supervisor in the yard at the time. Students may not return to the building without permission, unless an emergency arises, in which case they report immediately to the adult in the Office. Students should never remain in the school yard unsupervised.

Detention

Students and parents will be notified at least one day prior to an after-school detention. The detention notice must be signed and returned. Parents or guardians are responsible for transportation. Detention is from 2:50 – 3:45 p.m. If student is not picked up by 4:00 p.m., he or she will be sent to Extended Care for a drop-in fee of \$10.00.

Weapons or Threats of Violence

St. Rose of Lima School follows Diocesan Policy #5137.5, which provides:

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from the school.

The Principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon.

The Principal is to notify the local authorities in all weapons violations.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/her self, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

Drugs and Alcohol

St. Rose of Lima School follows Diocesan Policy #5137, which provides:

The Principal and the school staff should place primary emphasis on behaviors which enhance the health and welfare of the entire school community. Educational programs should be designed to heighten student awareness of the dangers of drug and alcohol abuse.

The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, look-alike drugs, or drug-related paraphernalia or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is forbidden and is considered a major disciplinary infraction.

Being under the influence of illegal drugs, alcoholic beverages or mood-altering substances on school property or at a school-sponsored activity is likewise forbidden and is considered a major disciplinary infraction.

After considering all circumstances, the Principal may suspend or expel a student for these major disciplinary infractions, depending upon the severity and/or frequency of such violations.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia is an extremely serious situation which is to be reported to the parents/guardians of a student and ordinarily to law enforcement officials as well. If, in the judgment of the Principal, there are no extenuating circumstances, a student committing such an offense will be expelled from the school.

A Student Assistance Team is to be established in each secondary school for the purpose of recommending guidelines to respond openly and effectively to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances by students. Upon approval by the local Board of Education, the Student Assistance Program Guidelines will be submitted by each secondary school to the Superintendent of Schools for review and reference.

Suspension

St. Rose of Lima School follows Diocesan Policy #5114.A, which provides:

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.

Out-of-school suspensions will be served at home. All make up work will be assigned upon return to be made up within one week. A student may not participate in any extracurricular activities on a day of suspension. A student who has been suspended must be present with at least one parent or guardian to meet the Principal on the day of return to classes. “Inschool” suspension consists of the student’s removal from the classroom and from contact with classmates, and the completion of academic assignments in the school office or other supervised area. Reinstatement will not be granted until the principal and the student’s teacher are satisfied that the reason for the misconduct has been effectively eliminated.

Expulsion

St. Rose of Lima School follows Diocesan Policy #5114.B, which provides:

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g., via Student Handbook and/or Newsletter.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school related activities.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Pursuant to Diocesan Policy #5114.C, parents or guardians have the right to appeal the expulsion of their student to a special Review Board.

NOTICE: It is the policy of the Diocese of Harrisburg to complete and send a behavioral conduct form with all students transferring from our schools. This could include the following:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person or act of violence committed on school property or while in the custody of the school.

This policy reflects our commitment to the Safe Schools Act of 1997.

COMMUNICATION & INVOLVEMENT

School Board

The St. Rose School Board is a consultative body that engages in long-range planning to ensure the Catholicity, educational quality, and financial stability of the school. The board acts as a liaison to the parish, alumni, and broader community on behalf of the school.

Monthly board meetings are open to all. Items for the agenda should be submitted to the School Board President one week prior to the meeting.

Home and School Association

The St. Rose of Lima Home and School Association is involved in many aspects of school life. It functions like a public school's PTO. All parents are members of the Home and School Association (HSA) and are welcome to attend monthly meetings. The HSA supports parents in their parenting role, welcomes new families, and works to create a family spirit in the school community. HSA sponsors and supports a variety of programs during the year including academic, social, religious, and entertainment events. Each year the HSA organizes several fundraisers. With the help of all families, these projects can be very successful and keep tuition increases reasonable.

Volunteers

St Rose considers its volunteers invaluable. Through the generosity of volunteers, the school can offer more attention, individualization and programs to all students. Volunteers can assist in the Library, supervise lunch yard recess, speed up lunch lines, read to and with children, guide independent activities, run off classroom materials, help with special projects, etc. Others help at home with typing, cutting; chain calls, etc... or work on committees for marketing and development, technology, and so forth. Involved and supportive parents are the backbone of any school's success.

To insure the safety of our children, all volunteers must comply with the Diocesan Youth Protection Program. Full details of the program can be found at www.hbgdiocese.org.

Anyone who wants to volunteer or chaperone must:

1. Complete the on-line Youth Protection Program, "Creating a Safe Environment," which can be found on the Diocesan web site <http://www.hbgdiocese.org/> Click on the link or go directly to the on-line training at <https://safeyouth.hbgdiocese.org/>
2. Complete the PA State Police Clearance check. This can be done on-line through the "Patch Program" at <https://epatch.state.pa.us/Home.jsp>. This must be completed before completing the PA Child Abuse Form.

3. Complete the Pennsylvania Department of Welfare Child Abuse Clearance at:
<http://www.dpw.state.pa.us/PartnersProviders/ChildWelfare/003671038.htm>.
4. Complete an annual disclosure statement from the Diocese of Harrisburg.
(The form is available at the Church or School Office.)

Please submit originals to the School Office. You will then be issued a badge, which must be worn when working with our students.

Computers are available at the school for those without internet access.

Our children are precious. As Catholics we value life and our students' safety. We require all volunteers, including field trip chaperones, to be in compliance with Diocesan Policy.

Communication

Whenever possible, speak directly to persons involved or responsible for an event or activity. This is the best way to get accurate information and to make effective recommendations. Classroom concerns should be addressed to the teacher in a note, phone call, or e-mail. Due to instruction time, e-mails may not be read or responded to for 24-48 hrs. Parents should contact the school office if there is a change in dismissal or arrival time, as well as emergencies. Parents who need to talk to their children during school hours should call the office for this request. Parents should not text or call their children on cell phones during school hours likewise their children not contact them in this manner. Teachers will respond to parents' calls and emails at a time when they are not instructing or supervising students. Any concerns that cannot be resolved directly with the person involved or responsible should be directed to the Principal.

Communication Folder

Each week on a designated day an "E-Blast" is sent to the emails provided communicating news, information, dates, notices, upcoming events, etc.,. A weekly folder is sent home and is distributed through the children. Not all information is in the folder. Please check with your oldest child each Wednesday for the folder and check the web site. In order to keep costs down, you are encouraged to view the web site: www.stroseschoolpa.org. Here you will find the latest communications and links. Please let us know if you need a hard copy of the weekly communications. Extras are available in the hallway outside the gym doors. Stay informed.

Parent Conferences

Parent conferences are held after the distribution of the first report card. This is an excellent opportunity to plan with the teacher what will be most beneficial for your child for the upcoming year, and how home and school, together, can encourage growth. Parents and teachers may request subsequent conferences on an as-needed basis throughout the year. Write or call for an appointment so that a time can be arranged.

HEALTH & SAFETY

School Nurse

A school nurse is provided by the Spring Grove School District. The nurse charts height and weight changes and provides scoliosis, visual, and hearing screenings, as prescribed by the State. Parents are notified of any areas of concern or recommendations.

Universal Precautions

St. Rose of Lima School follows Diocesan Policy #5150, concerning Universal Precautions to prevent the spread of infectious diseases.

Medications

Prescription Medication

The following apply if a student must bring prescription medication to school:

1. The medication must be in the original container and clearly identified as to the name and type of medication.
2. The container must include the prescription label, with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
3. The prescription must be current.
4. A note, dated and signed by the parent, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary, must be provided with the medication.
5. The medication will be administered by school personnel.

Non-Prescription Medication

Students may not bring non-prescription or over-the-counter medication to school. No non-prescription or over-the-counter medication will be distributed by school personnel. If non-prescription or over-the-counter medication is necessary during the school day, a parent or guardian must bring it to school and administer it directly to the child.

Illness or Injury

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted.

Remember, an emergency telephone number where parents can be reached must be on file at the school.

Immunizations

State Law requires that every student who is admitted to school must have evidence of successful vaccination for diphtheria, tetanus, and polio. Also required is measles, mumps, rubella, HIB, and Hepatitis B vaccination. **All students must present proof that they have received all vaccinations required by state law.**

Emergency Information

All families are required to provide the following information to the School:

1. Parent(s) or guardian(s) name(s);
2. Complete and up-to-date address;
3. Home phone and parent(s) work phone;
4. Emergency phone number of friend or relative; and
5. Medical alert information.

****Your child may be left out of the classroom if the required emergency information is not on hand for the 1st day of school. It is important that we have communications.**

Emergency Evacuation Drills

St. Rose of Lima School has procedures for both students and teachers in cases of emergency. Monthly drills are conducted to ensure the safety of all students in evacuating the school building. Fire Exits are posted inside the door of each classroom. Each class has an escape route to an outside area located at a safe distance from the building.

In the event of an evacuation... The students will be bussed to the main church/parish center. The main office will have a copy of emergency records. Calls will be made and the students will be released to the designated person/s on the emergency list provided. No child will go with anyone who has not been authorized to pick up the child.

FINANCES

Tuition

Tuition costs are projected using the estimated cost-per pupil for the following year. Families are informed of tuition costs as soon as possible. Parents are given a choice of a monthly payment plan or paying in full. Tuition for families with more than one child is calculated on a sliding scale. Failure to meet financial commitments on a timely basis may result in the suspension or termination of educational services to the child. No re-registration will be accepted unless tuition is paid in full. To request a Tuition Assistance and Scholarship Application, contact the Principal/Secretary at the school. Applications will be considered on an individual basis.

Parish Subsidy

St. Rose of Lima Parish contributes over one-third the educational cost per-child each year. Therefore, the Parishioner, Supporting rate applies to those who are registered, supporting members of St. Rose of Lima Parish who use the church envelope on a regular basis. The Parishioner, Non-Supporting rate applies to members of the Parish who do not support the Church through the regular use of the Church envelope system. The Non-Parishioner-Catholic from a contributing parish other than St. Rose will have the same rate as a St. Rose Parishioner. The Non-Catholic rate applies to non-Catholic, and to Catholics from non-contributing parishes.

Tuition Payment Policy

The St. Rose of Lima School Board with approval from the pastor has implemented a tuition management program, SMART. This program assists the school in the collection and management of tuition funds. Guidelines, registration and information about the program are given to each family. Families may call the school office with questions concerning the program. Families who are experiencing financial difficulty should contact the principal and/or pastor to make arrangements enabling students to remain at the school as well as any assistance your family may need.

Returned Check Policy

1. A fee of \$35.00 will be assessed in the event of a returned check. In the event of a second returned check in the current school year, all future payments for that account must be made by cash, cashier's check, or money order.
2. In the event of a returned check, the payment received date will be considered to be the date that the check finally clears or other method of payment has been made. The returned check does not serve to relieve the account of overdue or delinquent status.
3. Checks that are post dated shall be considered to be payment for the account as of

- the check date, not the check received date.
4. An overdue account shall be defined as an account with any outstanding balance by the end of the school day on the payment due date.
 5. A delinquent account shall be assessed a \$35.00 late fee and is defined as an account that has been overdue for more than 20 days.
 6. No student shall receive a report card for any marking period if his or her account is delinquent as of the report card issue date. For the final marking period no student shall receive a report card if his or her account is overdue as of the last day of the school year.
 7. Academic records will not be transferred until the outstanding balance payment has been cleared.
 8. No student, nor sibling of a student, shall be allowed to register for the next school year if an account is delinquent as of the registration date.
 9. No student shall be permitted to begin an academic year with an outstanding balance.
 10. A School Board Financial Team shall be appointed by the Pastor and Principal for the purpose of administering the Tuition Payment Policy.
 11. Failure to return any acknowledgement of receipt of this policy does not remove the responsible party from the terms set forth above.

Stewardship

Stewardship is the careful and responsible management of something entrusted to one's care. In keeping with this theological belief, we are responsible for our children and their education. The St. Rose Stewardship Program gives parents and family members (grandparents, older siblings, aunts and uncles) opportunities to share their talents and time for the benefit of the school community. There are many different opportunities to volunteer (day time, evening, weekend events.) The whole is only as strong as all its working parts. God has blessed us and it's those blessings He wishes us to share. The school is a better place because family members give endless hours of time.

Each school family (parents, grandparents, aunts, uncles, older siblings, etc...) is to invest a minimum of 20 hours service to the ministry of the school and/or church. During the course of the year each family is responsible for tracking their hours and notifying the stewardship coordinator of their hours served.

Each family will be provided with a list of opportunities to meet the stewardship requirement. This list is not conclusive. There may be other opportunities that arise based on the needs of the school. Please check the areas in which you are interested in volunteering. For future planning, if you check an area and you cannot help, you may offer your services in another area. The object of indicating interest is for someone to contact you about those interests. In addition, classroom help is still an option for Stewardship hours. Please see your child's classroom teacher if interested.

Families that do not complete their Stewardship requirement by May 30th will be billed for the balance of hours owed at the rate of \$20.00 per hour. Families desiring to opt out of the

stewardship requirement may do so by paying \$300.00 by October 1st of the current school year.

Tuition Reduction

If tuition payments are current and the Stewardship obligation is fulfilled, each family may earn back 50% of profit realized (to be applied to the last tuition payment) from the sale of such items are store certificates, coupon books, subs, and the Scrip Program. Below is a description of the Scrip Program.

Scrip is a term that means "substitute money." The Great Lakes Scrip Program offers nonprofit organizations gift cards to stores, restaurants, hotels (and much more) at discounted rates. The nonprofit charges face value for the gift card and is able to earn a percentage of the revenue. For example, if you purchase a \$10 Panera Bread gift card through the Scrip Program, you pay \$10, but our organization obtains the card for \$9.00. The school earns 10% in this case, resulting in a dollar profit from that transaction. Of that \$1.00, you receive \$.50 off tuition and the school keeps the other \$.50. There are hundreds of vendors available. This is an easy and sensible fundraiser which has the potential to generate much income. For more information, visit the website at <http://www.glscrip.com>.

St. Rose Fees

The school charges a variety of fees for services and materials. Some of these fees are optional; others are required. Fees must be paid promptly and sent to the school in a clearly labeled envelope. If a family has difficulty meeting financial obligations, the situation should be brought to the administration so that suitable arrangements can be made.

Stationery

Each teacher furnishes the students with a list of materials needed for the grade. Most items can be purchased at the department store of your choice. A few specific items must be purchased through school.

Registration

This annual per-child fee helps to defray administrative costs of record cards, the yearly calendar, testing materials, and other similar needs.

Pictures

Individual student portraits and class pictures are taken once a year. Purchase is optional, but all students are photographed for the yearbook.

Yearbook

A yearbook is available with picture highlights of the year and each grade. Orders are taken in the fall for a spring delivery. Purchase is optional.

DRESS CODE AND UNIFORM POLICY

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Therefore, even on “casual” days, short shorts or biker shorts are not allowed, and shirts with inappropriate styles or slogans are not permitted. Neatness and cleanliness are part of every outfit. There are consequences enforced for being out of uniform or missing parts of the uniform.

Within uniform guidelines, some options are permitted for student needs and preferences. All uniform components however, must fall with the guidelines listed below. **Kindergarten is in the process of wearing a designated school uniform.** They may wear polo shirts with the phys.ed. shorts and sweat pants or they may follow the 1st grade guidelines minus the belt. Kindergarten will be following the 1st grade uniform guidelines in the future. This is anticipated for the 2012-2013 school year.

Boys Grades 1-6 General Accessory Requirements

Belt- Black belt must be worn with slacks or shorts.

Shoes- Black tie dress shoes with a rubber heel **no more than 1 inch high**. No canvas shoes, sneakers (only for gym days), boots, sandals, clogs, zippered shoes, or any slip-on shoes.

Socks- Black in color and must be above the ankle.

Boys Grades 1-6 Warm Weather Uniform

This uniform may be worn from the beginning of school to October 31st and from April 1st to the end of school.

- Gray uniform shorts or slacks (belt required) with the St. Rose maroon polo shirt, either short or long sleeved. All shirts must be tucked in.

Boys Grades 1-3 Cold Weather Uniform

This uniform may be worn from November 1st to March 31st.

- Gray uniform slacks (belt required) with St. Rose maroon polo shirt, either short or long sleeved (shirt tails tucked in).
- Boys may also wear a white turtleneck with St. Rose maroon sweater vest or cardigan sweater.

Boys Grades 4-6 Cold Weather Uniform

This uniform may be worn from November 1st to March 31st.

- Gray uniform slacks (belt required) with a white dress shirt (short or long sleeved) and a maroon tie. (Shirt tails tucked in)
- Boys may also wear a maroon sweater vest or cardigan sweater with the white shirt and tie.

Girls Grades 1-6 General Accessory Requirements

Belt- Black belt must be worn with slacks or shorts.

Shoes- Black dress shoes that **must be a Mary Jane style, buckle shoe, or tie shoe with a rubber heel no more than 1 inch high**. No canvas shoes, sneakers (only for gym days), boots, sandals, clogs, zippered shoes, or any slip-on shoes.

Socks- Must be maroon or white knee-high socks or tights.

Girls Grades 1-6 Warm Weather Uniform

This uniform may be worn from the beginning of school to October 31st and from April 1st to the end of school.

- Gray uniform skorts or gray uniform shorts with a cuff (belt required) may be worn with a St. Rose short sleeved polo shirt.
- Girls may also wear maroon plaid jumper **no more than 2 inches above the knee**, with a white blouse (short or long sleeved) with a Peter Pan collar.

Girls Grades 1-3 Cold Weather Uniform

This uniform may be worn from November 1st to March 31st.

- Maroon plaid jumper **no more than 2 inches above the knee**, with a white blouse (short or long sleeved) with Peter Pan collar. St. Rose maroon cardigan sweater may also be worn.
- Girls may also wear gray dress slacks (belt required) and a white turtleneck with maroon sweater vest or cardigan sweater.

Girls Grades 4-6 Cold Weather Uniform

This uniform may be worn from November 1st to March 31st.

- Maroon plaid pleated skirt or jumper **no more than 2 inches above the knee**, with a white blouse (short or long sleeved) with a Peter Pan collar. The St. Rose maroon sweater vest or cardigan sweater may be worn.

- Girls may also wear gray dress slacks (belt required) with a white blouse (short or long sleeved) with Peter Pan collar and sweater vest or cardigan sweater.

Physical Education Requirements

Gym uniforms are worn to school on Phys. Ed. day. Students not in a Phys. Ed. uniform will not participate in planned Phys. Ed. activities but will be assigned other physical education lessons. The Phys. Ed uniform consists of: T-shirt, sweat shirt, sweat pants, shorts (all with the St. Rose insignia) and sneakers with white socks. **All shirt tails must be tucked in and all socks must be above the ankle.**

- From the beginning of school to October 31st and from April 1st to the end of school year, students may wear the St. Rose shorts and T-shirt. If the weather is cooler, students may also wear the St. Rose sweatpants and sweatshirt over the shorts and T-shirt. (Other sweatshirts and pants are not permitted).
- From November 1st to March 31st, students are to wear the St. Rose T-shirt, sweatshirt, and sweatpants at all times.

Physical Ed. Excuses

A parental note is required if the student may not participate for the day. If a student is not allowed to participate for two or more Phys. Ed. classes, a doctor's note is required.

Non-Uniform Day Dress Code

When students are granted a non-uniform Day their dress must conform to the following standards:

- Any dress, skirts, or shorts must be the same length or longer than the uniform skirts, jumpers, and shorts.
- Shoes must be either school uniform shoes or sneakers. **NO SANDALS or FLIP FLOPS** are to be worn.
- Shirts must have sleeves and be long enough to cover the waistband of the pants that are being worn.

Jewelry

Girls: Only small post earrings, one per ear. No other jewelry except wristwatches. No nail polish, fake fingernails, makeup, or tattoos.

Boys: No jewelry may be worn except wristwatches. No tattoos.

Hair Cuts

Hair should be neatly styled and well-groomed. Boys' hair should not reach below the collar in the back. Haircuts with shaved letters, numbers, designs, and bleached or dyed hair are not permitted. Any style that, in the opinion of the administration, distracts from or hampers learning will not be permitted.

FACULTY AND SERVICES

Faculty

St. Rose faculty members are fully degreed and certified teachers. Many of the teachers have earned, or are pursuing, Master's Degrees, and all participate in workshops for professional development. Faculty members are generous with their time in responding to the individual needs of the students, in developing extended curriculum opportunities, and in moderating student activities.

Counseling

A Guidance Counselor provides developmental classes to assist students in problem-solving skills, social and relational skills, and building healthy self-concepts. Individual students who are experiencing personal difficulties in any of these areas can also be scheduled for private sessions during the school day.

Library

The Library is open on a regularly scheduled basis and is supervised by the Librarian. All students visit the Library at least once a week for library instruction, as well as the enjoyment of the materials and books. Each student may check out one book at a time and is responsible for its return in good condition before taking out another book. Books are loaned out for a week at a time. The charge for overdue books is 5 cents per school day. Books that are lost or damaged must be paid for.

The Library collection is constantly updated. Books are chosen for either their educational or recreational value. We strongly recommend that parents encourage their children to read for enjoyment every day.

RIGHT TO AMEND HANDBOOK

The Principal and/or St. Rose of Lima School Board retain the right to amend the handbook with the Pastor's approval. Parents and students will be given notification when changes are made.

****Catholic Schools of the Harrisburg Diocese Policy on Posting Information on the Internet**

This internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff and our students on the internet. No person is permitted to use images of the school, the school logo or seal, school staff, or students in any form on the internet or in any form of electronic communication without specific written permission from the chatroom, email, or other images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning in the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Harrisburg.