



# Saint Rose of Lima Catholic School

## Family Handbook

### 2025-2026

This Family Handbook contains established policies and procedures for St. Rose of Lima School. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in a timely manner.

### **Archdiocese of Saint Louis Witness Statement for Those Whose Children Attend Catholic Education Programs**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him(her) in the practice of the faith. It will be your duty to bring him(her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.

- Participate in and cooperate with School programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting the Catholic School.

### **School Board Relational Statement**

The policies for St. Rose of Lima Catholic School have been established by the St. Rose of Lima School Board. In cases where no specific policy is listed here or the policy is unclear, it is our intention to follow the policies of the Archdiocese of St. Louis as outlined in the Administrator's Manual. The school reserves the right to amend policies as needed.

### **Administrative Team**

Fr. Rodger Fleming-Pastor  
Mrs. Emily Pagano-Principal

### **School Board Members**

Apryl Ott-President  
Cate Reando-Secretary  
Robbie Winckel  
Tyler Reando  
Audrey Williams  
Mary McCarthy

## SCHOOL POLICIES

### **Admission Policy**

St. Rose of Lima School Board has established an Admission Policy. This policy will be reviewed annually. The maximum enrollment per class will be 20 students. Registration will take place in February. Notice of registration will be published in the Sunday bulletin.

A child entering St. Rose of Lima School must fulfill basic requirements:

1. If Catholic, must submit a copy of the child's baptismal certificate, unless baptized at St. Rose of Lima.
2. Must submit a copy of the child's birth certificate
3. Must complete all health records and physical exam requests.
4. Must complete all other school forms.
5. Must comply with age requirements of the Archdiocese of St. Louis and our school.
6. Must complete placement and/or readiness testing for specific grade placement.

### **After-School Care**

All students placed in after-school care are expected to follow General School Rules. Discipline for after-school care is as follows:

Any student in violation of the following rules will receive a written warning.

- vandalism and/or destruction of school property or the personal property of students, staff, or others
- stealing
- disruptive behavior
- throwing objects either at or in the general vicinity of another person with the intent to cause harm
- bullying
- disrespectful conduct or speech

After 3 written warnings during the course of the school year, a student will be subjected to suspension of after-school care for a length of 3 consecutive school days. Parents will be notified of a written warning and will be asked to sign upon picking up their child. Parents will be given a copy of all written warnings.

Any student in violation of the following rules will be suspended and/or expelled from after-school care for a length of 5 consecutive school days at the discretion of the Principal in collaboration with the Pastor.

- assault/fighting/physical altercation
- continuous disruptive behavior
- verbal/written threat of physical harm
- possession and/or use of alcohol, drugs, cigarettes on school property
- harassment
- inappropriate conduct of a sexual nature
- use of a weapon

### **Book Fee**

The annual \$250 book fee is not refundable. The book fee covers the cost of textbooks, testing, and educational materials. Hard bound textbooks are the property of St. Rose of Lima School. All textbooks must be returned in good condition at the end of the school year. Any books, including library books, which are lost or defaced, must be paid for or replaced. Final report cards will be held until all fines are paid. Workbooks are consumable books used in many of the subjects. Students are responsible for replacing workbooks if they are destroyed or lost. The book fee is due by May 1, 2026.

### **Accident & Injuries Policy**

All accidents or injuries shall be reported to the principal's office as soon as possible. Students will be evaluated by a school official as to the severity of the injury. After the student has been evaluated, a parent will be notified as soon as possible. An incident report will be filled out and filed in the office.

### **Alcoholic Beverage Policy**

Alcoholic beverages will not be allowed at school sponsored events directed primarily to and for minors.

### **Announcements**

The weekly newsletter will be posted on the St. Rose of Lima Fast Direct site by 3pm each Friday during the school year.

### **Appointments**

Parents are requested to arrange doctor/dental appointments after school hours or on school holidays. However, a child may be excused if necessary. A note from a parent/guardian is required before the child may be released from school. Children leaving early or arriving late must be signed in/out by an adult at the school office.

### **Attendance and Punctuality**

Parents are expected to contact school to report an absence/tardy by sending a message on Fast Direct or calling the school office prior to 8:00 a.m. Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. Someone from school will call to verify your child's absence. A written note must be provided to the school office

upon return to school following an absence. A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. **Tardy:** Students who are not present in the homeroom for the start of the morning session (7:50 a.m.) will be marked tardy. **Absence:** A student who is not present for one half of any portion of a morning or afternoon session is marked absent for one half day. A student who is absent for the majority of both sessions is marked absent for one day. Students absent for less than half a day are marked for 'less than 2 hours'. **Vacation:** Students who are taken out of school for vacation are given the equal amount of days out of school to makeup all missed tests and assignments. Ex: vacation for 3 school days = three school days to make up work

### **Birthday Treats**

Students may celebrate their birthday in a number of ways:

- Enjoy a "no uniform" day. (Clothing should be appropriate for a Catholic school.)
- Share a treat with their classmates. Treats should be commercially prepared and individually wrapped; and be easily distributed.

### **Change of Address or Phone Number**

Please notify the school office and the parish rectory in writing as soon as possible if your name, address, or phone number on the emergency card changes during the school year. Contact information must be kept current.

### **Communicable Diseases and Head Lice Policy**

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others. Children with the symptoms listed below should be excluded from St. Rose of Lima Catholic School and School sponsored activities for 24 hours after symptoms improve, or a healthcare provider has determined that the child can return. Exclude children with any of the following:

- **Illness:** Unable to participate in routine activities or needs more care than can be provided by the school staff. **Fever:** Until 72 hours after elevation of body temperature above normal without medication when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or is unable to participate in routine activities. The following temperatures are considered above normal: Oral temperature: 99.5 degrees F or higher. **Diarrhea:** Until 24 hours after diarrhea stops or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus. **Vomiting:** Until 24 hours after vomiting stops, unless determined to be caused by a noncommunicable condition and the child is not in danger of dehydration.

If students are absent from school for more than ½ day, they cannot participate in sports or school sponsored events until they return to school. If a student is absent more than ½ a day on Friday, students cannot participate in sports or school sponsored events until their return.

All suspected cases of head lice must be reported to the school office. Symptoms of head lice include severe itching behind the ears and on the neck; although some people may not be symptomatic. If a case of head lice is found, 1) the class affected will be notified through a

written alert to parents who should check for symptoms and report any additional cases; 2) If additional cases are reported, the principal will determine the need for a general screening of students involved and/or the entire school, as needed; 3) Children found with head lice will be sent home immediately; 4) before children may return to school they must be treated with the proper medication and must have all nits removed; 5) upon return to school the child will be inspected by designee(s) of the principal before being readmitted in the class.

### **Communication Between Parents/Teachers/Staff**

The teacher should be the parents' main contact with issues regarding the student. The teacher and parents should be able to resolve most issues by direct communication. If the parents and teacher are unable to reach a satisfactory resolution, a conference with the Principal may take place. The Pastor is the final authority on student issues. The Pastor will only become involved after all other avenues with the teacher and the Principal have been exhausted.

### **How to Contact the Faculty/Staff**

The faculty and staff are available by appointment to address parents' individual concerns about their children. Teachers can be contacted by note or Fast Direct. Teachers are not available before school, unless prior arrangements have been made. Teachers will make every effort to respond to parents by the end of the day.

### **Custody Arrangements**

In cases where the parents of a student are divorced, a copy of the portion of the divorce decree that verifies custody arrangements, must be provided to the school. Parents who have legal custody are entitled to receive communication and grade reports concerning the progress of their child. Duplicate report cards and access to Friday newsletters may be arranged by calling the school office.

### **Daily Schedule**

7:40 Arrival: students go directly to homeroom

7:50 Tardy Bell - Classes begin

3:00 Dismissal

Students arriving at 7:00 a.m. are to be immediately placed in before-school care at a charge of \$1/per student/per day; after-school-care is provided until 5:30pm. Students not picked up by 3:05 will automatically be placed in after-school-care. Cost of after-school-care will be provided upon request.

### **Search and Seizure**

School officials with sufficient reasons to do so may search a student's cubby hole, locker, purse, jacket, desk, backpack, or any other personal belongings.

## **STUDENT CONDUCT**

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. St. Rose of Lima implements specific disciplinary procedures in keeping with our mission and philosophy of Catholic education and consistent with accepted educational practices to ensure high standards of moral, intellectual, and spiritual formation of our students.

### **General School Rules**

- no use of inappropriate language
- students must stay on school grounds during the day unless given permission by the Principal
- students must be in full school uniform daily unless given permission by the Principal
  - boots may not be worn at any time unless given permission by the Principal
- no chewing gum
- no food of any kind outside of the cafeteria unless given permission by a teacher or the Principal
- mints/candy/gum are not permitted unless given to students by a teacher in class
- students should be prepared for class each day
- assignments should be completed on time
- no running, jumping, or other reckless behavior in the hallways, classroom, stairwells, or cafeteria
- students may not use personal electronic devices such as cell phones or tablets upon entering the school building for the duration of the day until exiting the school building

### **Grades K-4**

The teachers in grades K-4 determine their own discipline system that best meets the needs of the students in their rooms. This can be, but not limited to: a clip chart, class dojo, behavior chart, etc.

### **Grades 5-8**

#### **Student “Respect and Responsibility” Card**

Each middle school student will have a quarterly “Respect and Responsibility” card upon which teachers will note instances of student performance that are of concern and in need of improvement. Each student is responsible for keeping his/her card with him/her throughout the school day. Students will be given one (1) verbal warning. Below is an outline of consequences for violations. Cards will be sent home every Tuesday. Students are responsible for having a parent review their card and sign to confirm. If a student does not obtain a parent signature, the card will be marked automatically.

#### **Responsibility Violations:**

Responsibility violations would include but are not limited to:

- Forgetting/incomplete assignment
- Unprepared for class
- Dress code violation
- Lost/No Respect and Responsibility card

#### **After 5:**

1. Parent notification
2. Student serves detention
3. Student reflects and writes organizational plan

#### **After 10:**

1. Parent notification
2. Student serves 2 detentions
3. Student revises organizational plan

**After 15:**

1. Parent notification
2. Student and parents meet with principal and teachers

**Respect Violations:**

Respect violations would include but are not limited to:

- Disrespect toward others
- Not following directions
- Disruptive behavior
- Inappropriate behavior
- Disrespect toward property

**After 3:**

1. Parent notification
2. Student serves detention
3. Student reflects and writes plan to improve behavior

**After 6:**

1. Parent notification
2. Student serves 2 detentions
3. Student and parent meet with principal and teachers

**After 9:**

1. Parent notification
2. Student and parent meet with pastor and principal
3. Student serves in-school suspension

**Rewards:**

If a student does not receive any marks on their card at the end of the quarter, a dress down pass will be issued. It must be used within two weeks. At the end of the school year, students who do not have any marks on their card the entire school year will receive a pizza and soda lunch. Teachers will implement more frequent rewards at their discretion.

**Policies, Prohibited Conduct, and Major Disciplinary Consequences****In-school suspension:**

The principal may deem an in-school suspension for the following behaviors:

- vandalism and/or destruction of school property or the personal property of students, staff, or others
- stealing
- disruptive behavior
- throwing objects in the building either at or in the general vicinity of another person
- bullying
- disrespectful conduct or speech

Three or more violations will result in out-of-school suspension for 3 consecutive school days. Parents will be notified by the principal if their child has been given an in-school suspension.



### **Out-of-school suspension**

The principal, in collaboration with the Pastor, may suspend a student 1-3 consecutive school days for the following behaviors:

- assault/fighting/physical altercation
- continuous disruptive behavior
- verbal/written threat of physical harm
- possession and/or use of alcohol, drugs, cigarettes on school property
- harassment
- inappropriate conduct of a sexual nature
- use of a weapon

Two or more violations will result in out-of-school suspension for 5 days or expulsion from school. Students who have received an out-of-school suspension may not participate in afterschool activities, including sports, for the duration of the suspension.

Parents will be notified via phone call as well as given a written notification outlining the offense and duration of suspension. A copy of the written suspension notification will be placed in the student's permanent file.

### **Expulsion**

The principal, in collaboration with the Pastor, may use his or her discretion when expulsion is necessary. If a child's behavior presents a severe threat to the physical and/or moral well-being of his/her fellow students, a student may be subject to expulsion. Expulsion is a serious method of discipline and will only be used when allowing a student to remain in school would be unsafe, unhealthy, or a danger to others.

Immediate expulsion is called for in the following circumstances:

- possession of a firearm or other dangerous weapon on school property
- possession or distribution of controlled substances
- out of school conduct which seriously detracts from the reputation of the school
- engaging in public behavior or taking a public position contrary to Church teachings
- membership in organizations which espouse positions contrary to Christian values

### **Assault**

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical conduct with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

### **Bullying**

Unwanted aggressive behavior, or harassment that is repetitive or substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property

damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

### ***Disrespectful Conduct or Speech***

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of school policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom instruction, school activities or school functions.

### ***Harassment, including Sexual Harassment***

Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subject to any type of harassment. Catholic Schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted or unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

Each Catholic School investigates/reports every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared with only those who have a need to know.

### ***Weapons***

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Rose of Lima School is strictly prohibited.

### ***Dismissal Procedure***

Dismissed procedures are in place for the safety of the students. Those parking on the school playground are asked to be especially careful when exiting the area. Children not picked up by 3:05pm will automatically be placed in after-school-care.

### ***Dress Down Days***

Periodically throughout the year, students will be allowed to dress down, meaning school uniforms are not worn. Information regarding the dates and themes will be announced in the school newsletter. As always, any clothing worn must be appropriate for a Catholic school.

Guidelines include:

- no ripped or torn clothing
- shirts must have sleeves
- no dress or wearing of insignia which conveys alcohol, violence, or any message that does not follow the teachings of the Catholic Church
- uniform shoe guidelines must be followed
- no hats unless given permission by the Principal
- if leggings are worn, a shirt or dress must sufficiently cover backside
- shorts and skirts must be no shorter than 3 inches above the knee

**Electronic Devices**

Cell phones, cameras, radios, smartphone watches, tablets, and other recreational electronic devices are not to be used in the school building, before school care, and after school care unless authorized by the Principal. Any electronic device which is visible to staff members during the school day will be confiscated and sent to the Principal's office.

**Emergency Drills**

To assure the safety of every child in the event of tornado, fire, earthquake, intruder, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. The *School Disaster Plan* is posted in all classrooms and the school office.

**Field Trips**

A field trip is a first-hand experience that supplements classroom learning. All parents are informed by Fast Direct in advance and are asked to sign a permission slip. Students who do not turn in a signed permission slip will not be allowed to attend the field trip.

**SRLS Forms:**

All forms which need to be signed and returned can be found on the school website. If circumstances demand, you can request hard copies of these forms through the school office.

**Graduation**

To graduate from St. Rose of Lima School, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record; demonstrated satisfactory conduct; and completed all financial obligations. All financial obligations to the school must be resolved before the day of graduation.

**Health Program**

On a day-to-day basis, we rely on our school staff to handle the minor injuries that may occur. We require all parents to return emergency forms with information including names of doctors and hospitals in the event of serious injury. As a means of controlling epidemics of childhood diseases and other common communicable diseases, careful observation of children and isolation of sick children is most effective. Any child with skin rashes, inflamed eyes, lice, or signs of fever will be excluded until seen by a physician and/or symptoms disappear. Children cannot return to school until they have been without fever or without medication to reduce fever for 24 hours.

Missouri law requires that all children be adequately immunized. We must have health records for each child which includes an up-to-date immunization record. All health records must be updated at the beginning of kindergarten, third, and sixth grades. Forms are available in the school office and are due prior to the first day of school.

**Homework**

Homework is given to students in order to reinforce what has been presented in class, to stimulate independent investigation, to develop in-depth understanding through long-range

projects, and to provide for the exploration of additional sources of information. The discretion of the teacher determines the kinds and amounts of homework appropriate to the grade level and subject. Homework includes written work, study, reading, and research.

Parents can contribute to the process of learning through homework by:

- Being interested in the student's work.
- Setting up for proper study conditions.
- Providing quiet time and space for reading.
- Helping the student develop good study habits.

Children who are taken out of school for vacations are given one (1) week to make up all missed tests and assignments. Parents may request homework a week in advance. It is up to the teacher's discretion to give homework for vacation. If homework is given in advance, all assignments are to be completed and ready to turn in when the student returns to school. Students should be prepared for each class. All assignments should be completed on time. In the event of absence, it is the student's responsibility to gather assignments, make up work, and submit completed assignments.

### **Internet Acceptable Use Policy**

St. Rose of Lima School has an approved *Internet Acceptable Use Policy* for students in Grades K - 8. A copy of the policy will be sent home at the beginning of each school year, to be filled out, signed and returned to school. Both student and parent must sign the policy before the student will be allowed to access the Internet at school. St. Rose of Lima School will make every effort to protect students from any misuses or abuses during their experiences with information technology. This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community. Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including expulsion. The use of information technology is a privilege, not a right. Student use of electronic information resources will be permitted upon submission of the *Student Internet Use Contract* and the *Parent Consent Form*. If an *Acceptable Use Policy* is not signed, students will not be allowed to access the Internet.

### **Interruptions**

Classes are not to be disturbed at any time during the school day. Forgotten items may be dropped off at the office and will be delivered to the classroom by office personnel only. In addition, students are not permitted to call home for personal reasons.

### **Lost and Found**

Please see that your child's clothes are clearly marked to avoid problems. A place for lost items will be kept outside the school office. Unclaimed articles will be donated at the end of the school year.

### **Lunch**

Students who do not wish to bring their lunch can purchase a school lunch. Cost of a school lunch is \$5.00, which includes a drink. Students may purchase an extra drink for \$.35.

**Mass**

SRLS students attend Mass once a week on Wednesdays. Parents are welcome and encouraged to join us at any of these Masses. Your participation adds to our celebration.

**Medication Policy**

- School personnel will not dispense medication of any kind to a student in school, unless acting under a direct order, signed and properly filed, of a licensed physician and with the written permission of the parent to dispense medication.
- School personnel will not administer the first dose of any medication. Written permission forms can be found on *Fast Direct* and must be completed by the parent or guardian requesting that prescription or nonprescription medication be administered during school hours.
- Prescription and nonprescription medication should be in the original container. All medication sent to the school will be kept in a secure place under the supervision of the Administration.

**Parental Involvement**

A number of fundraisers are held throughout the year. Parents are required to participate in the two designated Home & School fundraisers and the annual SRLS School Auction. In addition, parents are encouraged to assist the school whenever possible.

**Parental Rights**

Custodial parents have the right to view their child's records at any time. Court orders will be followed in cases of divorce. Custodial parents are responsible for all financial responsibilities.

**Promotion**

It is important to remember that children are individuals who operate on their own time schedule for physical growth, emotional maturity, and the ability to understand. They do not function in perfect coordination with other children of the same age. Children cannot be forced to learn faster than their limitations permit. They must be allowed time to complete one level of materials satisfactorily before they are allowed to proceed to the next grade. Children will be promoted to the next grade if progress has been steady. A child may be retained in a grade if his/her performance in several areas is considerably below the expected achievement level. If a child is working below grade level, the parents will be notified by the third report card.

**Protecting God's Children**

As directed by the Archdiocese of St. Louis, all administrators, faculty, staff, and volunteers have attended the "Prevent and Protect" workshop to recognize and prevent child abuse. In addition, all administrators, faculty, staff and volunteers have been screened and cleared by the Missouri Department of Health and Senior Services Family Care Safety Registry. All school personnel are required by the state to notify the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

## **Recess**

For recess, children of all grades should not bring toys of any kind from home to play with at school. Children may bring a snack for recess. Please do not send liquids.

## **Records**

Parents/guardians have the right to inspect and review the official active file of their children. If you would like to view your child's records, please make an appointment with the Principal. In the event parents are separated, or divorced with joint legal custody of a student, or a divorced parent has visitation rights, both parents are entitled access to information regarding their child's education. A non-custodial parent who has been denied visitation rights is not entitled access to his/her child's records/information. The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. Official student records include the following:

- Grades
- Discipline Reports
- Attendance
- Standardized test scores

Records will not be released if there are outstanding charges.

## **Report Cards**

The school year is divided into four quarters consisting of approximately nine weeks each quarter. Report cards are issued at the end of each quarter. Kindergarten students do not receive a report card until the second quarter. Notice will be given in the newsletter as to when report cards will be issued. A parent/teacher conference is scheduled during the month of October. Additional parent conferences are scheduled as needed either at the request of the parent or the teacher. Teachers will contact parents if a noticeable regression appears either academically or with regard to behavior. Parents should contact teachers if a disturbing or questionable change is noticed in the child or his/her school work. Any difficulty perceived by a parent or teacher should promptly be communicated so that corrective measures can be employed to solve the problem.

### ***Academic Grading Code: Grades 5 – 8***

A+ = 99-100	C+ = 83-84	F = 69 or below
A = 95-98	C = 80-82	
A- = 93-94	C- = 78-79	
B+ = 91-92	D+ = 76-77	
B = 87-90	D = 72-75	
B- = 85-86	D- = 70-71	

## **Sacraments**

During the school year the following sacraments are received by the children:

- First Reconciliation: Grade 2
- First Holy Communion: Grade 2
- Confirmation: Grade 8 at the Cathedral Basilica
- Students receive the Sacrament of Penance just prior to Christmas and Easter

**School Board**

The School Board acts in an advisory capacity to the Pastor and the Principal by formulating and evaluating policies for the school. The Board provides the parish with a representative body for identifying and articulating the educational needs and aspirations of the parish community. The School Board functions in accordance with Archdiocesan guidelines. The Board may officially function only through its meetings which are held four times per year (January, April, August and November). Interested parishioners may address the Board during the public portion according to Archdiocesan guidelines. The School Board appreciates the parents' comments and suggestions at any time. The Board agenda is cooperatively planned by the Board President, Pastor, and the Principal.

Members of the St. Rose of Lima School Board must be a registered, contributing member of St. Rose of Lima Parish, and at least 18 years of age.

**School Pictures**

School pictures are taken in the Fall. No child is obliged to purchase pictures, but each child is asked to have a picture taken for the class composite. Spring pictures are taken in the Spring.

**School Supplies**

Students are expected to provide their own basic supplies. Lists can be found on Fast Direct.

**Snow Days**

The calendar allows for snow days in the event of inclement weather. Our main consideration will be the safety of all in hazardous road conditions. The decision to close school is made by the administration independent of other local Catholic or public schools. All school cancellations will be on Fast Direct and made over local television stations KTVI-FOX, KMOV-CBS, KSDK-NBC, and KMOX-AM RADIO. Note: Once the children are at school we will not dismiss early for inclement weather. If the weather should worsen during the day parents are welcome to come and pick up their own children. Car pools, as such, will not be dismissed until we have parent permission by phone or note.

**Telephone Calls**

Children are not allowed to use the phone except in important situations. The telephone is used by the students only with the permission of the principal or teacher.

**Tobacco**

St. Rose of Lima School and grounds is a smoke free environment.

**Tuition/Book Fees**

The cost per child at St. Rose of Lima School is in excess of \$7,500. That cost is subsidized by our Parish. School parents are asked to pay a portion of the cost per child in the form of tuition.

Tuition assistance is available on an as-needed and as-available basis. Since ours is a Catholic Parochial School, preference is given first of all to our own Parishioners, then to Catholics, and then to non-Catholics. There is no subsidy available for book fees.

Tuition assistance at St. Rose is either from the Archdiocese or from St. Rose Parish. Archdiocesan tuition is given in the form of grants from the “*Today and Tomorrow Foundation*”, “*Beyond Sunday*”, or “*Alive in Christ*”. Those who qualify for any of these grants are required to apply for them. Funds from these grants are applied to the difference between cost-per-child and tuition. It is not deducted from tuition amounts.

For Archdiocesan grant purposes, tuition at St. Rose is \$4,510 for the first child; \$5,610 for the second child; and \$6,710 for the third child.

Actual tuition at St. Rose School is determined on a sliding scale, dependent upon income and the size of the family. Tuition/book fees is due on the 15<sup>th</sup> of the month in 10 equal payments from August through May. Tuition/book fees can be paid by check, cash, or direct withdrawal. Cash/checks can be sent to the rectory or school office. Those who are consistently in arrears may be required to sign up for direct withdrawal.

The balance owed on tuition/fees and extended care & lunch, can be found on *fastdirect*, which you can find by clicking on the ‘finance’ icon at the top of the home page. If you see a minus (-) next to an amount, this means you owe that amount. If there is no minus (-), you are ahead by that amount. Any questions - just *fastdirect* Susan Broombaugh, Parish Bookkeeper, at the rectory and she’ll walk you through it.

If a student leaves St. Rose School during the school year, tuition will be pro-rated; book fees will not. No school records or report cards will be made available to anyone whose tuition/fees account is not current. No registration for the following year is complete until the tuition/fees account is current.

### **Uniform Policy**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. Students are to be in uniform unless it is announced that it is a different dress day. Names should be written on tags of uniform, especially sweatshirts, sweaters, jackets, and coats. Decisions regarding the wearing or appropriateness of the uniform shall be left up to the discretion of the Principal.

### **Violence Policy**

Violence is not tolerated. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, theft, or vandalism of property. Catholic schools shall provide a safe learning environment for all members of the school community. All reported or observed instances of threatened or actual violence must be addressed by the school administration.



Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

**Visitors**

All visitors must report in at the office. All persons coming into the building should enter through the 4th Street doors, report to the school office, and sign in.

**Volunteers**

During the year, there are a variety of opportunities for parents to assist in the development and continuity of the educational program. Volunteers enable the school to provide greater services to our students. Please see the Principal for areas where your help can be used. Volunteers are required to attend the ***Prevent and Protect Workshop*** and have an updated ***Child Abuse Screening Form*** on file in the school office. Volunteer activities are directed by the Principal.

**Weapons Prohibition**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of St. Rose of Lima School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

## Appendix I: School Uniforms

**Uniforms do not apply to St. Rose of Lima Preschool**  
**\* However, hair and shoe guidelines must be followed\***

### **BOYS**

#### **Pants**

- Navy blue or khaki twill long pants
- Belts if worn may be black, brown or navy blue

#### **Shorts**

- Navy blue or khaki twill walking shorts may be worn August thru October and March thru May.
- Walking shorts should “fit the student” (no oversized shorts)

#### **Shirts**

- Red, navy, light blue or white polo style shirt with or without St. Rose logo
- White cotton button-down shirts (long-sleeved or short-sleeved)
- Shirts must be worn tucked in

#### **T-Shirts**

- White tee shirts may be worn under, but not in place of uniform shirts
- White tee shirts may not have insignia

#### **Sweatshirt**

- St. Rose of Lima authorized sweatshirt – plain red or navy \*with or without school logo
- Collar of shirt must show if a sweatshirt is worn

#### **Socks**

- Socks must be worn.
- Socks must be visible above the top of the shoes

#### **Shoes**

- Leather type shoe or tennis shoe.
- Shoes must be tied.
- No clog type shoes or boots allowed. Shoes must have backs.

#### **Accessories**

- Must be school appropriate, not distracting
- Watches may be worn (alarms on watches may not be set)
- Earrings not allowed
- Necklaces if worn must be a cross or religious medals.
- Body piercing not allowed in any form
- Tattoo (permanent and/or temporary) not allowed
- Electronic devices (cell phones, virtual pets, smart watches, tablets etc.) not allowed

#### **Hair**

- Style/color should look natural and well groomed; not extreme or distracting.
- Hair must be off the collar and out of the eyes.

## **GIRLS**

### **Jumper/Skirt/Skort**

- Grades K-8 wear blue plaid, khaki, or navy jumper, or blue plaid/navy/khaki skort or skirts.
- Skirts may not be rolled
- Skirts must be longer than fingertip length

### **Slacks**

- Navy blue or khaki twill long pants (straight leg or bootcut)
- No jeggings/skinny leg pants may be worn
- Belts if worn may be black, brown, or navy blue

### **Shorts**

- Navy blue or khaki twill walking shorts may be worn August-October and March-May.
- Walking shorts should “fit the student” (no oversized shorts)
- Short length must fingertip length

### **Blouses**

- Red, navy, or light blue or white polo style shirt with or without St. Rose logo (no other logos on the shirt)
- White cotton blouse with collar (long-sleeved or short-sleeved)
- Shirt must be worn tucked in
- Shirt should “fit the student” (no oversized shirts)

### **T-Shirts**

- White tee shirts may be worn under, but not in place of uniform shirts
- White tee shirts may not have insignia

### **Sweatshirt**

- Plain Red or Navy St. Rose of Lima approved sweatshirt \*with or without St. Rose logo
- Collar of shirt must show if a sweatshirt is worn

### **Socks**

- Socks must be worn.
- Socks must be visible above the top of the shoes

### **Leggings**

- must be solid in color: red, white, black, or navy

### **Shoes**

- Leather type shoe or tennis shoe.
- Shoes must be tied.
- No open-toed, boots, or clog type shoes allowed. Shoes must have backs.

### **Accessories**

- Must be school appropriate, not distracting
- Watches may be worn (alarms on watches may not be set)
- Earrings: 2 (two) pair of matching earrings may be worn (dangling/hoop earrings not allowed)
- Necklaces if worn must be a cross or religious medal.
- Body piercing not allowed in any form
- Bracelets are allowed, but may not be distracting
- Tattoo (permanent and/or temporary) not allowed
- Electronic devices (cell phones, virtual pets, smart watches, tablets, etc.) not allowed

**Hair**

- Style/color should look natural and well groomed; not extreme or distracting.

**Make Up**

- No make-up allowed in grades pre-school through 6<sup>th</sup> grade. Mascara may be worn in 7<sup>th</sup>/8<sup>th</sup> grades.

**Nails**

- Polish appropriate for school. Students may not have artificial nails, with the exception of 8<sup>th</sup> grade students.