

Saint Rose of Lima Catholic School

Student/Family Handbook

This Family Handbook contains established policies and procedures for the 2018-2019 school year. 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 writing in a timely manner, and this will include a statement about when the change will take effect.

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.

Mission Statement of St. Rose of Lima Catholic School

We, the Community of St. Rose of Lima, in cooperation with parents, are committed to providing a strong academic program enabling our students to reach their full potential We enrich our educational program by Catholic tradition, instruction and lived Gospel values, enhanced by the We, the Community of St. Rose of Lima, in cooperation with parents, are committed to providing a strong academic program enabling our students to reach their full potential We enrich our educational program by Catholic tradition, instruction and lived Gospel values, enhanced by the celebration of liturgy, sacrament, and prayer. We foster a Christian faith community, a safe, secure and nurturing environment in which children can grow. We strive to empower children to meet the challenge of living in an ever-changing racially and culturally diverse world. We call our students to serve others to develop their gifts and talents to work toward justice and peace, and to cultivate a spirit of discipleship.

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.

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 30 students. Registration will take place in February. Notice of registration will be published in the Sunday bulletin and in the Leader.

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

1. A conference with the principal concerning desire for admission and reasons for transfer.
2. Must submit a copy of the child’s baptismal certificate.
3. Must submit a copy of the child’s birth certificate

4. Must complete all health records and physical exam requests.
5. Must complete all other school forms.
6. Must comply with age requirements of the Archdiocese of St. Louis and our school.
7. Must complete placement and/or readiness testing for specific grade placement.

Book Fee

The 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.

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 accident report will be filled out and filed in the office.

After School Playground Use

Many students use the playground after school is dismissed for extended play. SRLS only provides supervision for those students who are in extended care.

Any students who play after school must be supervised by a parent or designated adult. Any unsupervised children will be sent to extended care.

Everyone who chooses to play after school must abide by the normal school playground rules. Failure to follow these rules may result in the decision to no longer have the privilege of using our playground after school.

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 website by noon each Friday during the school year. If you need a paper copy of the weekly newsletter, please contact the school office.

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 leaving a message on the answering machine 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, if needed. A written note must be provided to the homeroom teacher 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 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 one (1) week to makeup all missed tests and assignments. No work will be assigned until the student returns from his/her trip.

Before School Care

Students may be dropped off at school as early as 7:00 a.m. These students are supervised in the classroom of the teacher doing before school care. There is a charge of \$1 per student for this care. Students who are dropped off at 7:35 are required to go to before school care but do not have to pay the fee.

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 are to be commercially prepared and individually wrapped; and be easily distributed. *Healthy snacks are a good alternative to "sweet" snacks.*

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

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. *Teachers and staff can be contacted using our Fast Direct messaging system. Teachers check their messages at least three times a day—first thing in the morning, at lunch, and at the end of the school day. Teachers will contact parents within a reasonable time—no longer than 24 hours.* The teacher and parent 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, e-mail or leaving a phone message. 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 before 7:40 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 3:10 will automatically be placed in after-school-care.

Discipline—Policy

Students should show courtesy to all teachers and fellow students. Students will not be allowed to use inappropriate language. Students are never allowed to leave school grounds during the school day without permission from the Principal. Students should be in full uniform daily. You will be notified of any exceptions. Gum chewing is not permitted anywhere on school grounds. 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. Disruptive behavior and bullying of any kind will not be tolerated. No student in the school shall be subjected to any type of harassment. Harassment is defined as any unwanted and 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. Every harassment complaint will be investigated thoroughly and promptly by school personnel. 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 only with those who have a need to know. If, after investigation, the

school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Suspension/Withdrawal for Cause Policies

Suspension

The principal may suspend a student from school for as much as three days. Some serious offenses that might warrant suspension would be:

- Physical and/or verbal abuse of staff or another student
- Deliberate destruction of property
- Possession and/or use of alcohol, drugs or cigarettes, including e-cigarettes on school property
- Cheating, stealing and lying
- Continuous disruptive behavior
- Fighting

The principal in collaboration with the pastor may use his/her discretion in determining when suspension is necessary. The following procedures are to be followed when suspension occurs:

1. Principal will meet with student to determine length of suspension.
2. Parent(s) will receive verbal notification of suspension.
3. Parent(s) will receive written notification of suspension to be hand delivered by the student.
4. Copies will be placed in school file.

Withdrawal for Cause

The principal in collaboration with the pastor may use his/her discretion in determining when withdrawal for cause is necessary. Withdrawal for cause is the most serious means of dealing with a discipline problem. 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 withdrawal for cause. Immediate withdrawal for cause is called for in the following circumstances: assault on staff or another student; Possession of a weapon on school property; Possession of drugs. Withdrawal for cause is a serious method of discipline and will be used only when allowing a student to remain in school would be unsafe, unhealthy and a danger to others.

Search and Seizure

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

Disciplinary Consequences

The following conduct may lead to serious disciplinary consequences:

- An individual infraction of a major school rule.
- Disrespect of authority.
- Repeated truancy.
- Repeated infractions of school rules.
- Disruption of the learning environment.
- Theft, vandalism, and/or destruction of school property or the personal

property of students, staff, or others.

- Harassment, threats, or physical acts against others.
- 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.
- Possession of a weapon.
- Assault, with or without a weapon.
- Possession or distribution of controlled substances.
- Serious acts of harassment.
- Inappropriate conduct of a sexual nature.

Dismissal Procedure

Cars are dismissed space by space in order to insure the safety of students. Traffic will flow only one way off the lot using the exit lane closest to the school. Children not picked up by 3:10pm 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 posted on Fast Direct. As always, any clothing worn must be appropriate for a Catholic school.

Electronic Devices

Beepers, pagers, cell phones, cameras, radios, apple watches and other recreational electronic devices are not to be used during the school day. 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.

Extended Care

Extended care is offered to families at a reasonable price. The cost for extended care is decided at the beginning of the school year but is intended to be affordable. Extended care goes from dismissal to 5:30 p.m. Students who attend extended care go to St. Rose Hall after dismissal. They are then given a snack and given the opportunity to do their homework. The supervisors then make the decision to take them out to the playground or keep them in depending on the weather. All students must be signed out by an adult when they are picked up.

Field Trips

A field trip is a first-hand experience that supplements classroom learning. *Due to our small size we are able to take whole school (K-8) field trips.* All parents are informed by letter 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. *Parents are invited and welcome to come along on field trips, although due to space have to take their own vehicle.*

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 records; 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. Please do not send children to school until they have been without 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. No work will be assigned until the student returns from his/her trip.

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. 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 cafeteria. Unclaimed articles will be discarded.

Mass

SRLS students attend Mass two times a week - Wednesdays and Fridays. Parents are welcome and encouraged to join with 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 in the *Family Handbook* must be provided by the parent or guardian requesting that nonprescription medication be administered during school hours.

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. No first doses of any medication will be given at school.

Parental Involvement

Two 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. Volunteer forms are sent out yearly.

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 "Protecting God's Children" 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 are asked NOT to 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
- 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. 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 as soon as possible if a noticeable regression appears either academically or with regard to behavior. Grades for all students are kept and posted on the grade book on the Fast Direct website. Parents always have access to their child's grades. Grades are posted no later than 3 days after the event. Report cards are electronic and made available to parents a few days after the end of each quarter. Parents will be notified of this date in advance. 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 4 – 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:

- Reconciliation: Grade 2 at the beginning of Lent
- Eucharist: Grade 2 right after Easter
- Confirmation: Grade 8 after Easter at the Cathedral Basilica

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 throughout the school year. 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.

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.

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 made over local television stations KTVI-FOX, KMOV-CBS, KSDK-NBC, and KMOX-AM RADIO. *Notice will also be posted on the Principal's bulletin board on Fast Direct. 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.

Student Insurance

Student accident insurance is available to any family in our school who may be interested. This coverage is offered through K&K Insurance Group, Inc. a company that has been dealing with student accident insurance for many years. To find more information about the program, access K&K's website at www.studentinsurance-kk.com. On line enrollment is also available at this site.

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

Tuition schedules are available from the School Office. No one will be denied a Catholic education because of an inability to pay tuition. All tuition matters are confidential with the Pastor. The annual book fee, which covers books and most student classroom supplies can be paid along with tuition.

Tuition Assistance

Tuition assistance is available to registered, contributing members of St. Rose Parish. No tuition assistance is available to preschool children with no older siblings in K-8th grade at St. Rose School.

Alive in Christ is a tuition assistance program offered by the Archdiocese of St. Louis. Forms are given to every family at registration-usually the first week of January. Assistance up to \$2,000 is available for families who qualify. This assistance can continue with the student as long as they are enrolled in St. Rose School.

Delinquent Tuition From Previous Years

No registration for the current year is complete until prior tuition/book fees are current. Those who are consistently delinquent may be required to pay tuition/fees via FACTS.

Tuition/Book Fee Refunds

Tuition will be refunded on a prorated basis. Book fees are not refundable.

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. *Visitors will be given visitor badges to identify themselves.*

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 *Volunteer Form* for areas where your help can be used. Volunteers are required to attend the ***Protecting God's Children 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

BOYS

Pants

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

Shorts

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

Shirts

- Red polo style shirt with or without St. Rose logo
- 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 sweatshirt – red or navy
- White 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 allowed. Shoes must have backs. No boots.

Accessories

- Must be school appropriate, not distracting
- Watches may be worn (alarms on watches may not be set)
- Earrings not allowed
- Bracelets 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

Hair

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

GIRLS

Jumper/Skirt/Skort

- Grades K-8 wear Navy blue/red plaid jumper, skort, or skirt purchased from French Toast
- Skirts may not be rolled
- Skirts may not be worn more than 3 inches above the knee.

Slacks

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

Shorts

- Navy blue/ khaki twill walking shorts may be worn August thru October and April thru May.
- Walking shorts should “fit the student” (no oversized shorts)
- Short length must be no shorter than three inches above the knee.

Blouses

- White or red polo style shirt with or without St. Rose logo
- White cotton blouse with collar (long-sleeved or short-sleeved)
- Shirt must be worn tucked in
- Shirt should “fit the student” (no oversized shirts)

Sweatshirt

- Red or navy St. Rose of Lima Sweatshirt
- White 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 open-toed, clog type shoes, boots or *Uggs* are allowed.

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 not allowed
- Tattoo (permanent and/or temporary) not allowed

Hair

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

Make Up

- No makeup allowed at any grade level.

Nails

- Polish appropriate for school