



SAINT ROSE

CATHOLIC SCHOOL

PARENT HANDBOOK: 2023 - 2024

Racially Non-Discriminatory Policy as to Students and Personnel

Saint Rose Catholic School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

Saint Rose Catholic School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While Saint Rose Catholic School does not discriminate against students with special needs, a full range of services may not be available.

Likewise, Saint Rose Catholic School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

Saint Rose Catholic School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

St. Rose Catholic School Handbook

The St. Rose Catholic School Parent Handbook is published as a guide for parents and students to understand their responsibilities and obligations, as well as statements of policy and procedure that enhance the educational ministry of St. Rose Catholic School. St. Rose Catholic School standards and administrative operations are included. Policy statements are necessarily general and *the administration reserves the right to make adjustments as circumstances arise*. We ask that you read this handbook carefully and keep it for reference.

Table of Contents

St. ROSE CATHOLIC SCHOOL VISION	8
Mission Statement	8
Philosophy of Education	8
Accreditation	8
Student Learning Expectations	8
School Pledge	9
ADMISSIONS	9
Admission Policies and Procedures	9
Preference for Admission	9
Kindergarten Admission Requirements	10
SCHOOL HOURS	10
Morning Supervision	11
Extended Care	11
TUITION RATES 2023 - 2024	11
Tuition Payment Information	13
Additional Fees	13
Tuition Assistance	13
FAMILY / SCHOOL AGREEMENTS	14
St. Rose Catholic School Annual Dinner and Auction	14
Annual St. Rose BBQ	14
Stampede to Race and Read	14
Crab Feed	14
Harvest Festival	15
Volunteer Service Hours	15
Preschool Service Hours	16
Reporting Hours	16
Fees and Deadlines	16
Family Conferences	17

CURRICULUM AND INSTRUCTION	17
Religion Curriculum Framework	17
Liturgical Celebrations	17
Diocesan Grading Scale	18
Honor Roll – Grades 6-8	19
Report Cards and Progress Reports	19
Academic and Behavioral Probation	19
Extracurricular Activities	20
Homework Policy	20
Missed Assignments due to Illness or Planned Absence	20
Standardized Testing	21
Students with Exceptional Needs	21
SCHOOL POLICIES	21
Statement of Christian Principles	21
Statement of Parent Responsibilities	22
Student Responsibilities	23
Harassment and Bullying	24
Harassment	24
Bullying	24
Cyberbullying	25
Attendance	26
Absences	26
Tardies	27
Leaving Campus Early	27
Returning to School	27
Children Walking Home/Leaving with Adult not on Emergency List	27
Lunches and Forgotten Items	27
UNIFORM POLICIES AND GUIDELINES	27
Girls' Uniforms	28
Boys' Uniforms	28

Additional Requirements	29
Prohibited Items	30
Gospel Award Days	30
Free Dress Policy	30
“Buck a Jeans” Day	30
DISCIPLINE POLICY	31
Student Behavior	31
Cell Phones, Fitbits and Smart Watches	31
Detention	31
Discipline Notice	33
Disciplinary Probation	33
Suspension	33
Expulsion due to Student Behavior	33
Expulsion due to Family Member’s Behavior	34
Search and Seizure	34
Sexual Harassment Policy Statement	34
PARENT INFORMATION	35
School Advisory Council (SAC Board)	35
Parent Teacher Organization (PTO)	35
Communication	36
School Volunteers	36
Key Card Access	36
SAFETY INFORMATION	36
Emergency Drills	36
Emergency Situations	36
Emergency Kits	37
Injuries	37
Medications	37
Dismissal	37
Parking Lot	38

Bicycles, Skateboards, and Roller Skates	38
Toys	38
GENERAL INFORMATION	38
Pastor	38
Principal	38
Faculty and Staff	39
School Secretary	39
Registrar	39
Parental Custody	39
Child Abuse Reporting	39
Student Files	39
Privacy	39
Class Parties	40
Field Trips	40
Chaperones	40
Lost and Found	40
Restroom Policies	40
Dogs on Campus	41
CLASSROOM SUPPLIES	41
Elementary Classroom Supplies	41
Middle School Supplies	41
FAMILY HANDBOOK AGREEMENT FORM	42

ST. ROSE CATHOLIC SCHOOL VISION

Mission Statement

St. Rose Catholic School partners with parents to provide a high-quality Catholic education with academic excellence in a faith-filled community for children in preschool through eighth grade.

Philosophy of Education

Our philosophy at St. Rose Catholic School is centered in the Catholic tradition of faith-based education. Our curriculum provides students with a solid educational foundation and demonstrates our commitment to teaching the whole person: mind, body, and soul. As educators, we recognize that student-centered teaching is a collaboration of parents, parish, students, and community.

Accreditation

St. Rose Catholic School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

All full-time faculty members are credentialed through the California State Commission on Teacher Credentialing. Some faculty members hold graduate-level degrees. All St. Rose Catholic School staff members are required to complete continuing education course work each year to maintain their employment.

Student Learning Expectations

We envision our graduates as

Faithful Catholic Christians who

- Have knowledge of the tenets of the Catholic faith and apply it to their decision making
- Value prayer in their daily lives
- Actively participate in the Mass and the reception of the Sacraments
- Serve others by sharing the faith through their actions and words

Lifelong Learners who

- Have the ability to communicate both written and verbally
- Demonstrate strong organizational, study, and analytical skills
- Are critical thinkers and problem solvers
- Strive to do their best and are confident in their abilities
- Value knowledge and remain open to learning new ideas and concepts

Responsible Citizens who

- Lead by example and take personal responsibility to become good role models for their community
- Show compassion towards others, locally and globally, by sharing their talents and gifts
- Resolve conflicts peacefully and respectfully
- Act as good stewards of God's creation
- Care for themselves both spiritually and physically

St. Rose Catholic School Pledge

As a member of St. Rose Catholic School Community:

- I pledge to be a follower of Jesus
 - who models the Gospel values
 - in all areas of my life.
- I am a lifelong learner
 - who seeks knowledge
 - strives to problem solve
 - and has a desire to do my personal best.
- I am a responsible citizen
 - in my school, my home and the world community
 - who makes peace, shows compassion
 - and cares for all of God's creation.
 - St. Rose of Lima, Pray for us!

ADMISSIONS

Admission Policies and Procedures

Mindful of its primary mission to be a witness to the love of Christ for all, St. Rose Catholic School in the Diocese of Monterey admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

Preference for admission will be given to

- Continuing St. Rose Catholic School Families
- Siblings of students who have re-enrolled
- Catholic Students from St. Rose Parish
- Catholic Students from surrounding parishes
- New students

To be considered for enrollment at St. Rose Catholic School, an applicant must schedule an interview with the Principal as well as a school tour. An applicant must also complete the New Student Enrollment Application and provide the following documents:

- Two years of Report Cards (2nd-8th grade)
- Two years of test scores (2nd-8th grade)

Upon successful completion of the interview, **the following documents must be submitted before enrollment:**

- Copy of birth certificate
- Copy of Catholic Baptismal Certificate (if applicable)
- Copy of First Communion (if applicable)
- Copy of the Immunization Card

After being accepted at St. Rose Catholic School, the following must be submitted to complete the registration process:

- Registration Form
- **Non-refundable** annual registration fee
- School Policy Agreement
- Photo – Video Media Release Form
- Tuition Authorization Form

For continuing St. Rose Catholic School students to register for the upcoming school year, all tuition and fees from the current school year must be up to date and no balance is being carried on a family's account.

Kindergarten Students Only

The cut-off date for Kindergarten registration is **September 1**. Students need to be five years old on or by September 1, 2023.

SCHOOL HOURS

OFFICE HOURS

(Each day school is in session)

7:30 a.m. – 4:00 p.m.

PRESCHOOL

Half day

7:30 a.m. – 12:30 p.m.

Full Day*

7:30 a.m. - 4:30 p.m.

Grades K - 8

Full Day	8:00 a.m. - 2:45 p.m.
Extended Care (Grades K - 8)	3:00 p.m. - 5:30 p.m.
Early Release	8:00 a.m. - 2:00 p.m.
Extended Care (Early Release)	2:15 p.m. - 5:30 p.m.
Minimum Day	8:00 a.m. - 12:00 p.m.
Extended Care (Minimum Day K - 8)	12:15 p.m. - 5:30 p.m.

Morning Supervision

Playground supervision begins at 7:30 a.m. It is the responsibility of school families to supervise children until the 7:30 a.m. bell rings. **Parents must supervise students who arrive before this time or be in the Advanced Band.**

Extended Care

All students remaining on the school grounds after 3:00 p.m. (2:15 p.m. on early release days) will be signed in to Extended Care. Extended Care is available until 5:30 p.m. for students in Kindergarten through Grade 8. This program provides rest periods, structured play, as well as supervised homework time. Extended Care is billed at a rate of \$7.00 per hour of attendance per student, and if siblings attend this program, you will be billed a discounted rate of \$12/hour per family. Failure to stay current on payment for Extended Care will result in loss of privileges. Students who are not picked up by 5:30 p.m. will be billed \$20.00 per hour (starting at 5:31 p.m.).

Extended Care is limited to 25 students per day. Pregresistration is required for a guaranteed spot in extended care (up to 25 students per day) and can be found on our school website. We ask that if a student is registered, and will not be attending that a family removes their name by noon on the day of expected attendance. A \$25.00 no show fee will be billed for every third extended care no show.

Preschool students who attend full day care are required to follow the same late pickup policy as the rest of the school.

Students who are not picked up by 4:30 p.m. will be billed \$20.00 per hour (starting at 4:31 p.m.). A late notice will be issued to be signed and returned to the school principal. After a student has been picked up late three times, a meeting will be scheduled with the Principal to establish a release plan. Failure to follow the release plan will result in the loss of Extended Care privileges.

K - 8 TUITION RATES 2023 - 2024

Kindergarten through 8th Grade

- Annual Registration Fee (Non-Refundable)
- \$350.00 Existing Families up to March 3rd, 2023

- \$400.00 for Existing Families and/or New Families after March 3, 2023

Monthly Tuition Payments (Prorated over a 10-month period and based on 180 school days)

- \$658.00 (Parishioner) due by the 25th of each month - Parish office verification is required to qualify for parishioner discount.
- \$698.30 (Non-Parishioner) due by the 25th of each month

Annual Tuition Payments

- \$6,580.00 (Parishioner) due by August 15, 2023
- \$6,983.00 (Non-Parishioner) due by August 15, 2023

Semi-Annual Tuition Payments

- \$3,290.00 (Parishioner) due August 15, 2023 & February 15, 2024
- \$3,491.50 (Non-Parishioner) due August 15, 2023 & February 15, 2024

Miscellaneous Fees (Fees non refundable and included with the first tuition payment)

- Consumables: \$200 due on August 15, 2023
- Technology Fee K - 5: \$25.00 due on August 15, 2023
- Technology Fee 6th - 8: \$100.00, due on August 15, 2023
- Building and Maintenance Fee Pre-K - 8th: \$200/Family due on August 15, 2023
- Yearbook Fee: \$25.00, due on August 15, 2023

Preschool TUITION RATES 2023 - 2024

- Annual Registration Fee (Non-Refundable): \$200.00

Monthly Tuition Payments (Prorated over 10-month period and based on 180 school days)

Full Day (7:30 a.m. - 4:30 p.m.)

5 days - \$750.00
4 days - \$600.00
3 days - \$450.00
2 days - \$300.00

Half Day (7:30 a.m. - 12:30 p.m.)

5 days - \$639.80
4 days - \$511.84
3 days - \$383.88
2 days - \$255.92

Annual Tuition Payments (Due August 15, 2023)

5 days - \$7,500.00
4 days - \$6,000.00
3 days - \$4,500.00
2 days - \$3,000.00

5 days - \$6,398.00
4 days - \$5,118.40
3 days - \$3,838.80
2 days - \$2,559.20

Semi-Annual Tuition Payments (Due August 15, 2022 & February 15, 2023)

5 days - \$3,750.00
4 days - \$3,000.00

5 days - \$3,199.00
4 days - \$2,559.20

3 days - \$2,250.00
2 days - \$1,500.00

3 days - \$1,919.40
2 days - \$1,279.60

Preschool Extended Care

The fee for students attending Preschool half-days who choose to stay until 4:30 p.m. on any given day, if space is available, is \$5.00/day and it will be billed to the family on the monthly statement.

Tuition Payment Information

St. Rose Catholic School uses FACTS Management Company for payment processing and depends upon prompt payment of tuition to meet its financial obligations and has adopted the following policy regarding tuition collections:

- Tuition payments may be made **yearly** (August), **semi-annually** (August and February) or in **10-monthly installments** (August through May) via automatic deductions from a checking/savings account or credit card. Accounts will not be allowed to accrue for more than sixty (60) days. We will send two statements and make one phone call to attempt collection. A meeting with the Principal will be scheduled after that. Your child will not be able to return to school at the beginning of the upcoming quarter until the school account is current.

Additional Fees

The registration paperwork and the **non-refundable** registration fees are due annually during the open enrollment period. Please see the school website for registration fee amounts and due dates. Additional charges will be assessed for field trips, middle-school novels, overdue/lost library books, and the optional school-provided lunches. (Overdue library books will be billed at a rate of \$.50 per week up to six weeks. After six weeks, the book/s will be considered lost, and the family will be billed for the full cost of a replacement book). Technology Fees will be assessed at a rate of \$100.00 per middle school student and \$25.00 per elementary school student.

Consumable Fees will be assessed at a rate of \$200.00 per student (K - 8) and Building and Grounds Fees will be assessed at \$200.00 per school family. Yearbook Fees will be assessed at a rate of \$25.00 per student (Pre-K - 8); all students will receive a yearbook.

Fees may also be charged for classes such as music/band, art, and athletics. These additional fees will appear on the monthly statement. The annual tuition rate is based on projections of the per-pupil cost, less contributions from the parish, donors, and fundraising.

Tuition Assistance

Tuition assistance is available to all children based upon family need. St. Rose Catholic School budgets a limited amount of money each year to assist those in need of financial assistance. Funds are distributed directly to the tuition accounts at the beginning of each school year. FACTS provides an objective family financial analysis which determines in an impartial and consistent manner the ability of a family to pay tuition. Applications are available online prior to

registration. Tuition assistance is awarded for only one year. For continued assistance, a new application must be made annually in February. A review of the previous year's payments and record of involvement will be taken into account prior to granting a new request. To be eligible for financial assistance, students must maintain a 2.0 GPA and have satisfactory conduct. Tuition assistance will be based upon the Regular Tuition cost.

FAMILY / SCHOOL AGREEMENTS

Tuition and Fees account for roughly 83% of the total cost of educating a child at St. Rose Catholic School. This additional 17% must be made up by fundraising and volunteering at St. Rose Catholic School. By signing the **St. Rose Catholic School Policy Agreement**, parents/guardians commit to supporting St. Rose Catholic School by participating in the following fundraisers, which help defray school operating expenses and keep the cost of tuition down:

St. Rose Catholic School Annual Dinner and Auction

St. Rose Catholic School holds their largest school fundraiser, the Dinner Auction, in the late winter or early spring of each year. School families are **asked** to participate in the event by planning for or working at the event. (Planning for or working at the event counts towards volunteer service hours.) School families are **required** to donate items of a \$100.00 valuation or more, sponsor, or underwrite funds for the event; if a family chooses not to do so, an opt out fee of \$100.00 will be billed to the family.

Annual St. Rose Catholic School BBQ

Each School Family is required to sell two (2) BBQ meal tickets. If a family chooses not to do so, their FACTS account will be billed in the amount of \$60.00 per unsold ticket.

Stampede to Race and Read Fundraiser

The Stampede to Race and Read is a student-centered event that focuses on the development of the whole child while supporting St. Rose Catholic School. The "Stampede" is held in September and allows children to either run or read for pledges of support from friends and family members. **Families are required to raise an amount of \$400.00 per school year for this event.** (This is a per family requirement, NOT a per student requirement.) Families who do not meet the \$400.00 requirement will be billed in October for the difference between the amount of money raised and the \$400.00 required.

Crab Feed

The annual Crab Feed is a 7th grade family event that helps to pay for the cost of the 7th grade class trip to Yosemite, and if money is left over, the following year's 8th grade class trip to San Francisco. All 7th grade families are required to participate in the planning, working the event,

and cleaning after the event. If a family chooses to opt out, or does not fulfill these obligations, they will be billed at full price for the cost of the 7th and 8th grade class trips.

Harvest Festival

The annual Harvest Festival is held in October. Families are asked to contribute carnival items for the event.

Volunteer Service Hours

Parents are encouraged to be involved in the many St. Rose Catholic School functions. By volunteering, parents are helping build the community while providing valuable services to St. Rose Catholic School.

St. Rose Catholic School relies on the talents, service, and generosity of parents to benefit students and the school community as a whole. Parents who volunteer time and skills also keep the cost of tuition down.

All school volunteers (such as classroom volunteers, field trip chaperones, and field trip drivers) who have contact with minors are required to be:

- Fingerprinted using Live Scan
- Have a current negative TB test on file
- Complete VIRTUS training program
- Attend one of the August volunteer orientations

Additionally, all drivers must complete the required diocesan chaperone paperwork which includes:

- Chaperone Code of Conduct
- Diocesan Drivers Form
- Copy of drivers license
- Copy of current insurance policy/liability
- Defensive Driving certification

Each family is required to contribute twenty (20) parent service hours to St. Rose Catholic School by May 15th and is responsible for reporting their service hours in a timely fashion using the [Parent Volunteer Service Hours Report form](#), which is available on the school website and in the school office. In the spirit of support, often parents contribute far more than the required twenty (20) hours; please report all service hours. This information is collected and used when applying for grants and during the school accreditation process.

Approved Service for fulfilling Parent Service Hours Requirement:

- Attendance of PTO Meetings
- Member of the School Advisory Council (SAC)
- Member of the Parent Teacher Organization (PTO)
- Assistance with PTO activities and committees

- Principal or Teacher- requested assistance
- School-requested assistance
- Building or grounds maintenance
- Assistance with Band
- Assistance with Choir
- Assistance with Student Council activities, projects and dances
- Assistance with school fundraising
- Athletic-requested assistance (team transportation for 3 or more players)
- Coaching Athletics
- Field trips requested assistance (transportation for 3 or more students)
- Assistance with school-sponsored charitable projects
- Participation in or working at Wine Country ½ Marathon and 5K
- Other assistance as approved by school administration

Not Approved for Parent Service Hours Requirement:

- Middle School student service hours
- Attendance at school, athletic or band events
- Service hours donated to other schools, parishes, or charitable organizations

Preschool Service Hours

For preschool families who choose to count a donation of nutritious snacks in accordance with mandated school and state requirements as Parent Service Hours, the principal has set the policy that a \$25.00 purchase equals one service hour. Receipts must be attached to the Parent Volunteer Service Hours Report form. While some preschool families choose to maintain their Parent Volunteer Service Hours Report forms in the classroom, it is each parent's responsibility to submit his/her forms to the school office regularly.

Reporting Hours

It is the parents' responsibility to report their service hours on the Parent Volunteer Service Hours Report form which is available on the [St. Rose Catholic School website](#) and in the school office. Your completed forms should be turned into the school office regularly, so they can be recorded and filed. It is recommended that you keep copies of your submitted service hours forms for your own records. A status report on your total reported Service Hours will be sent to each school family in January and April.

Fees and Deadlines

Service Hour Report Forms need to be turned into the school office no later than May 15. Each family will be assessed a \$25.00 per hour fee for each non-completed service hour up to a maximum of \$500.00 for 20 hours not served. Hours to be earned after May 15 (such as Graduation, BBQ, etc.) need to be submitted for approval no later than May 1. Any disputes of service hours or non completed service hour fees must be settled by June 30 of the current school year.

Family Conferences

Family-Teacher conferences (PreK-8) will be held in the fall and spring. A special schedule will be in effect during conference weeks. Parent attendance is an expectation of every St. Rose Catholic School family. Clear and open communication is in the best interest of the students. Spring conferences are also available upon teacher or parent request. During K - 8 Conference Week, the school will be on Minimum Days each day with noon dismissal.

At least one parent is expected to attend Open House/St. Rose Showcase Night, Parent-Teacher Conferences, and Sacramental Preparation Meetings (Grade 2 only).

CURRICULUM AND INSTRUCTION

St. Rose Catholic School promotes high standards of excellence which extend beyond basic mastery of content skills. Higher levels of critical thinking and lifelong learning skills are developed at all grade levels. All classrooms encourage the development of the mind, body, and soul through our core curriculum. All course work meets or exceeds the California State Department of Education recommendations and guidelines. This includes Common Core State Standards in all academic disciplines.

Digital textbooks are partially implemented at the middle school level, and a strong emphasis on digital literacy is fostered in the elementary classrooms. This entails the use of both Chromebooks and iPads. Elementary students participate in music, art, library, technology, and physical education on a weekly basis. Band is offered to students in grades 4 – 8. Middle school students have the opportunity to select from the following electives; Technology/Robotics, Art, Competitive Athletics, or Leadership four days a week. The faculty participates in an annual review of the curriculum, and new textbooks are adopted as needed. St. Rose Catholic School students have an excellent matriculation record for parochial, private, and public education at the secondary level. The majority of our student's complete honors and college preparatory coursework at the secondary level.

Religion Curricular Framework

The Religion curriculum at St. Rose Catholic School is based upon the Diocesan Religion Framework. This framework has been built on the structure of the Catechism of the Catholic Church and integrates into each grade level age-appropriate expectations from the four parts of the Catechism: Creed (What We Believe), Sacraments and Liturgy (How We Celebrate), Christian Living, and Prayer. Specific expectations have been developed for each of these areas at all grade levels. Students have the opportunity to sing in the choir, altar serve, and deliver readings as lectors.

Liturgical Celebrations

Throughout the school year, students of all faiths are encouraged to participate in various liturgical celebrations and prayer services. These include; The Living Rosary, the Stations of the Cross, and the Wax Museum of St.s. School Mass is celebrated on a regular basis and hosted by a specific class/grade level. Please refer to the school calendar for the scheduled dates. All St. Rose School families are encouraged to attend.

Diocesan Grading Scale

St. Rose Catholic School seeks to measure total student performance in class work, homework, testing performance, class participation and special project participation. The following written grades will be given to indicate performance, as per the guidelines of the Diocese of Monterey.

Grades K - 2	3	Consistently applies skills
	2	Developing skills
	1	Skills not yet developed

(+): Meets Expectations

(/): Developing Skills

(-): Needs Improvement

Grades 3 - 8

A:	96.5 – 100%	4.0 Grade Points
A-:	93.5 – 96.49%	3.7 Grade Points
B+:	89.5 – 93.49%	3.3 Grade Points
B:	85.5 – 89.49%	3.0 Grade Points
B-:	82.5 – 85.49%	2.7 Grade Points
C+:	78.5 – 82.49%	2.3 Grade Points
C:	73.5 – 78.49%	2.0 Grade Points
C-:	69.5 – 73.49%	1.7 Grade Points
D+:	67.5 – 69.49%	1.3 Grade Points
D:	64.5 – 67.49%	1.0 Grade Points
D-:	62.01 – 64.49%	0.7 Grade Points
F:	0 – 62.0 %	0.0 Grade Points

The values of the respective grades on the report card are as follows:

- “A” This is an exemplary grade. It is reserved for the very highest quality of work that must include excellence in careful preparation, accuracy, and content.

- “B” This is highly commendable and indicates that the student is doing above-average, quality work. Industry, interest, and perseverance will earn such a grade.
- “C” This is a satisfactory grade. It is a commendable grade for those working to ability, and for those applying a high degree of effort and interest to their learning.
- “D” This grade indicates below-average achievement, a lack of effort, or lack of improvement. It is a warning that there must be an improvement if the student is to pass the subject.
- “F” This is a failing grade. It indicates unsatisfactory scholarship, effort, and/or progress.
- “M” Some students, who are working to the best of their ability, and yet are unable to achieve at grade level, may receive this symbol with a grade in one or more subjects. It indicates that this student is being graded in a modified program on a different grading scale for this subject.
- “Cr/No Cr” In very unusual circumstances (such as long-term illness), teachers may give Credit/No Credit to show that the student has passed or failed the class.
- “I” Students who have failed to complete required work in a class at grade reporting (progress report/report card) due to illness or absence may be given an incomplete grade until work has been submitted and assessed.

Honor Roll -- Grades 6-8

To be eligible for the honor roll, a student must earn the following:

- First Honors 3.75 - 4.00 Grade Point Average
- Second Honors 3.50 - 3.74 Grade Point Average
- Honors 3.00 - 3.49 Grade Point Average

(A grade of D or F, or unacceptable conduct disqualifies honor roll status that quarter.)

Report Cards and Progress Reports

Report Cards will be distributed electronically at the end of each quarter. Academic progress in grades 3 – 8 can be tracked through weekly grade updates. These grade updates are available online for parents and students to view. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Formal conferences may be scheduled after school hours. Printed Progress Reports may be issued at the parent's request. It is the responsibility of the student and parent to inquire at the time a Progress Report is received as to the proper steps needed to raise the student's grade. The Progress Report is not a Report Card, but rather an indication of progress at the specified date. Students are expected to achieve grade-level proficiency to merit promotion to the next grade.

Academic and Behavioral Probation

All students must maintain a 2.0-grade point average to avoid being placed on probation. Grades from all subjects will be used to compute the grade point average. Any student with unsatisfactory marks in conduct will be placed on probation. Students who are unable to maintain academic and behavioral expectations for more than two quarters will not be eligible for financial aid for one year and may be asked to leave St. Rose Catholic School.

St. Rose Catholic School endeavors to promote every child to the next grade; however, if a student is consistently underperforming and not receiving passing semester grades, they will not be promoted to the next level. Students may be held back and not promoted to the next grade level, or they may be promoted on the condition that they enroll and complete a summer school program in the subject(s) in question. The core subjects that fall under this requirement are math, science, language arts, literature, religion, and social studies. To be promoted to the next grade, or to be issued their diploma in eighth grade, students will have to receive a passing grade and have documentation verifying this passing grade from the institution providing the summer school program. These policies are based upon California Education Codes 48070 – 48070.5 and 37252 – 37253.5 with regards to promotion and retention, and summer school and other supplemental instruction.

Extracurricular Activities

Any student who wishes to participate in sports, dances, Leadership, or any other extra-curricular activity sponsored by St. Rose Catholic School must maintain a 2.0-grade point average and a passing grade in all subjects. They also must be present in school for at least a half day on the day of the activity, and not be on disciplinary probation.

Homework Policy

Homework may be assigned Monday through Friday. Parents are expected to monitor and supervise homework. Please communicate with the teacher if there are homework difficulties.

Time needed to complete homework assignments may vary according to student ability and time management. Please refer to the following chart for an *approximate daily homework range*:

- Kindergarten 10 minutes
- Grades 1-2 Approximately 20-30 minutes daily
- Grades 3-4 Approximately 30-40 minutes daily
- Grades 5 Approximately 45-60 minutes daily
- Grades 6 - 8 Approximately 45-90 minutes daily

Missed Assignments

It is the **student's** responsibility to retrieve any missing assignments upon returning to school following an illness or planned absence. For short-term (one to three days) absences, it is the responsibility of students to obtain missed assignments from classmates or the school website. Students will be allowed one day per each day of absence to turn in missed work (up to five days). In the event of a non-medical planned absence (family trip, etc.), missed work may be obtained upon return. **No assignments will be given before any absence since teachers may alter assignments as they teach the class based on student needs and progress.**

Standardized Testing

The School Assessment is mandated by the Diocese of Monterey and is administered to students in Grades K-8 three times per school year; September, January, and May (please check the school calendar for specific dates). The testing is used for diagnostic purposes and is used to help faculty set goals for meeting the needs of all students.

Students with Exceptional Needs

St. Rose Catholic School endeavors to meet the needs of all its students. Academically talented students, as well as students having difficulty in particular subject areas, may receive additional instructional assistance from classroom teachers. Students with special needs may be referred for professional diagnostic evaluation, followed by the creation of a collaborative educational plan at St. Rose Catholic School. Students evaluated with recommendations are eligible for modification and accommodations. Report cards will show modifications have been made in individual classes.

SCHOOL POLICIES

Statement of Christian Principles

All schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family, and friends – is required to behave by these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, childcare providers and friends (including but not limited to grandparents, step-parents, and siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off-campus behavior that affects the school in any way.
2. Students, parents, family members, and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.
3. Students, parents and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communications include contacting the teacher or staff member of the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of

communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.

4. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Christian principles may be asked to withdraw their student from the school. Conduct that materially disrupts classwork or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

Statement of Parent Responsibilities

The greatest influence on a child's thinking and behavior is his/her parents/guardians. St. Rose cannot attain its discipline goal without active support from parents and guardians. It is a parent's/guardian's responsibility to encourage the child to a positive attitude toward learning and guide the child in becoming a responsible, caring Christian. This would include the following:

- Support the educational, social and spiritual development of your child:
 - Uphold the school's policies and rules
 - Make sure that your child is responsible for completing homework assignments promptly
 - Ensure that your child is ready for school each day by appropriately dressing, having a nutritious lunch and all necessary supplies
 - Hold your child responsible for not bringing items he/she forgot to school
 - Involve yourself in the spiritual life of the school
- Respect the school calendar and hours:
 - Ensuring that your child arrives on time for school each day
 - Calling in if your child is sick
 - Scheduling vacations around the school calendar rather than during school periods
- Work cooperatively with your child's teacher and the principal
 - Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal or other students.

- Refrain from talking negatively about other students, families, or school personnel to other parents. Gossip is *a/ways* destructive.
- Be available for conferences or meetings with your child's teacher
- Refraining from the temptation to over-indulge children with regular delivery of restaurant lunches, with over-reaction to the unfolding of a school day's events, by being "on-call" for every whim or need of the child, or by taking children out of school to escort you on errands or day trips.
- Consulting with the teacher or principal before forming an opinion or passing along information (confirmed or unconfirmed) regarding any person/persons or situations at school
- Supporting the authority of school personnel by refusing to criticize them in the presence of children; all communications must be respectful in tone and content
- Seeking professional counseling and diagnostic evaluation when recommended by school personnel
- Read all communications that come from the school

Student Responsibilities

It is the responsibility of the student to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. To accomplish this, the student must observe the following behavioral standards:

- Modeling Christ's teachings about love for one's neighbors in all interactions, treating others with respect at all times.
- Arriving at school on time and being ready to begin each class with materials organized and directions followed.
- Obeying all school rules and being a role model to other students.
- Behaving in a respectful and friendly manner towards all school personnel, volunteers, and any visitors to the school.
- Respecting all property, including books, desks, bathrooms, school buildings, equipment, and playgrounds.
- Asking a teacher or administrator for a conflict management meeting when another student's behavior is causing difficulties in the learning process.
- Use acceptable language, talking positively about others, and acting and speaking in an honest manner.
- Refraining from passing notes, from calling home to be rescued when you have forgotten materials, to study for an upcoming test, or due to not completing assigned work.
- Calling home only for sickness, emergency, or problems with the dress code.
- Modeling good sportsmanship in word and deed.

Harassment and Bullying

The school is committed to providing a safe and comfortable learning environment that is Christ-centered, respects Christian values and is free from harassment and bullying in any form. Harassment and bullying of any student by any other student, lay employee, religious clergy, school volunteer, or parent guardian are prohibited. The school will treat allegations of any such conduct seriously and take appropriate steps to ensure that substantiated bullying or harassment stops. Please make staff aware of instances of bullying; staff cannot help if they are not aware and will strive to keep the anonymity of the whistleblower at the forefront of their mind.

Substantiated acts of harassment, bullying, or hazing by a student will result in appropriate disciplinary action up to and including dismissal of the student. The disciplinary action will be in proportion to the severity of the case and will be calculated to make the harassment or bullying stop. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

- Verbal Harassment: Derogatory or racial comments and jokes; threatening words spoken to another person
- Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
- Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and threatening of another person. Can include the following behaviors:

- Teasing, name-calling, taunting
- Threatening
- Purposely leaving someone out (exclusion)
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Breaking someone's things

Bullying typically consists of direct behaviors such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. Usually, there is an actual or perceived power imbalance between the bully and the victim. Such power imbalance may include differences in physical size or strength or access to embarrassing information.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that repeatedly occurs over time to create an ongoing pattern of harassment and abuse.

Cyberbullying

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Cyberbullying is bullying carried out through an online service such as email, chat room, discussion group, or instant messaging; or mobile phone technologies such as short message services (SMS). It may also include the inappropriate use or distribution of images, videos, or audio of another person, posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites, or using someone else's username to spread rumors or lies about another person. If students accidentally access inappropriate content, they should inform their teacher quietly. Students should not access chat rooms or social networking sites not moderated or approved by St. Rose Catholic School and should never give out personal details over the Internet.
- Cyberbullying at school or on school-owned devices will not be tolerated. Students must notify their teachers immediately to deal with the situation.
- Students being cyberbullied on personal devices away from school grounds should notify their parents as soon as possible. Parents may notify school administrators and present evidence of cyberbullying. School administration will then notify the families of those involved in the cyberbullying as part of the school's mission to partner with parents.

St. Rose Catholic School asks parents to monitor any sites like Facebook, Twitter, Snapchat, TikTok, etc. where students register information, take photos, talk about where they live, and go to school. Personal information about themselves or their families can put students at risk.

Emailing and online usage at St. Rose Catholic School occurs daily. It is requested that parents directly supervise the use of the internet in their home. Please contact us if you have questions or concerns about this policy. Together, we hope we can keep kindness, decency, and protection of privacy a high priority in the lives of our children.

Attendance Policies

Regular attendance is vital for success at St. Rose Catholic School. Students who are absent or tardy are held responsible for any missed work. Any student who misses ten (10) or more of school during a given quarter will be subject to possible retention after a review of the situation by school administration and pursuant to local school policy/procedures. (Diocesan Policy #5310)

Absences

Please notify the office by phone or email at srsoffice@St.rosecatholicschool.org if your child will be absent. Upon returning to school after an absence, a written or verbal confirmation stating the reason for the absence must be presented to the office, and the student will be issued a readmit slip to return to class.

- **Excused Absences:** Excused absences are those taken with the permission of the school and the parent for personal illness, medical appointments, death of an immediate relative, or whenever the administration considers that exemption from attendance is in the best interest of the pupil.

California Education Code § 48205 defines when a pupil shall be excused from school.

This includes when the absence is:

- Due to the pupil's illness.
 - Due to quarantine under the direction of a county or city health officer.
 - For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- **Unexcused Absences:** Unexcused absences are those taken with the permission of the parent but are not considered by the California school code to be excused. Examples are family trips, recreational events, "personal days", staying home to complete assignments, sleeping in after activities the night before, etc. No assignments will be given prior to any absence. Teachers are available during tutoring for make-up work and scheduling of tests upon the student's return.

In order to return to school from an illness, a student must be at least 24 hours fever free without the help of a medication and not have vomited within the last 24 hours. If a student has been diagnosed with a contagious disease or if he/she will be absent for three or more days, please notify the office immediately. Arriving after recess or leaving at or before lunch, is considered a half day absence. **It is a family's obligation to report cases of COVID 19, lice or strep throat in the family to the school office. The office will confidentially notify the families of classmates who may have been exposed.**

Tardies

Students who are tardy not only impact their own learning, but also the learning of other students. Students will be marked TARDY if they are not in their classroom by the 8:00 a.m. tardy bell. (All tardies are unexcused except for unavoidable circumstances.) Students who arrive on campus prior to 7:55 must go to the school yard. Students who arrive between 7:55-8:00 must go to their classrooms. Band members MUST be ready to play at 7:20 (in seat, instrument out). Detention will be assigned after three tardies and will be held after school. Detention is one hour for middle school students and one-half hour for elementary students.

Leaving Campus Early

All students leaving the campus during school hours must be signed out by a parent or guardian in the school office. If students will miss 3 or more hours of class, they will be marked as a half day absence.

Returning To School

A student who leaves school and returns the same day must check into the office upon return.

Children Walking Home/Leaving With Person Not On Emergency List

Families who wish to allow their children to walk home or leave school without being picked up by a parent or person on an emergency contact list must submit written notification to the school office prior to child leaving campus.

Lunches and Forgotten Items

Parents, please report to the school office during school hours when dropping off items students have forgotten or left at home. Safety is our priority and we ask for your cooperation in minimizing visits and interruptions as much as possible.

UNIFORM POLICIES AND GUIDELINES

Students are best prepared for school when they are properly dressed and groomed. St. Rose Catholic School students are expected to follow standards of cleanliness, neatness, and modesty in everything they wear. We rely on parents to support the school dress policy by making sure their children leave home properly groomed and dressed for school. By registering a child at St. Rose Catholic School, parents indicate their intention to accept and observe the school uniform dress code.

If for any serious reason your child cannot be in uniform, please send a written explanation to his/her teacher. Any student who is out of uniform without a written note from a parent will receive a uniform violation notice. A student receiving three uniform violations in a quarter will be given detention. After the fourth violation, students will not be allowed in class until they have the correct uniform.

Parents must bring the correct clothing item to school promptly or the students will be sent home, and attendance will be marked as an unexcused absence.

Girls Uniforms

Elementary: Kindergarten - 5th

- **Jumper:** Lands' End School Uniform Girls Plaid Jumper in Classic Navy Plaid
- **Pants:** Navy or Khaki Flat Front Adjustable Waist Chinos(non cargo)
- **Shorts:** Navy or Khaki Flat Front Adjustable Waist Chinos (non cargo)
- **Shirt:** White or navy blue short or long sleeve polo ordered from JCarroll St. Rose Catholic School Logo is **mandatory**

Middle School: 6th - 8th

- **Skirt:** Lands' End School Uniform Girls Plaid A-Line Skirt Below the Knee in Classic Navy Plaid - Solid color bike shorts MUST be worn by all girls under skirts
- **Pants:** Navy or Khaki Flat Front Adjustable Waist Chinos (non cargo)
- **Shorts:** Navy or Khaki Flat Front Adjustable Waist Chinos (non cargo)
- **Shirt:** White or navy blue short or long sleeve polo ordered from JCarroll. St. Rose Catholic School Logo is **mandatory**
- **P.E. Uniforms:** P.E. uniforms are required with the St. Rose Catholic School logo being **mandatory**. P.E. uniforms may be purchased through JCarroll and must be no more than 3 ½ inches above the knee.

Boys Uniforms:

Kindergarten - 8th

- **Pants:** Navy or Khaki Flat Front Adjustable Waist Chinos (non cargo)
- **Shorts:** Navy or Khaki Flat Front Adjustable Waist Chinos (non cargo)
- **Shirt:** White or navy blue short or long sleeve polo ordered from JCarroll. St. Rose Catholic School Logo is **mandatory**

All Students:

Kindergarten - 8th

Sweatshirt: Navy Pullover Crew or hooded Sweatshirt ordered from JCarroll. St. Rose Catholic School Logo is **mandatory**

Fleece Jacket: Fleece Jacket ordered from JCarroll in Navy. St. Rose Catholic School Logo is **mandatory**

Heavy Winter Jacket: Blue or black jacket; St. Rose Catholic School Logo is not mandatory, for outdoor wear only. Heavy winter jackets are meant to be worn only when cold and, for safety reasons, students may be asked to remove them when temperatures rise above 70 degrees.

Socks: Plain white socks must be worn at all times and visible above the shoeline. For girls, white tights are permitted, however, leggings/yoga pants are prohibited.

Shoes: All students must wear **Blue or Black** tennis shoes only. Shoes must have laces, velcro, or buckles that secure the shoes to the child's feet. Rain boots may be worn during inclement weather.

Hats: Navy blue non-logo beanies may be worn outside on cold days. Navy blue non-logo hats may be worn outside at any time. Navy blue logo hats and beanies may be purchased from JCarroll and may be worn outside only.

Hair:

- **Girls Hair:** Bangs may not be longer than eyebrow length and hair must be completely out of the face. Hairstyle should be conservative, well-groomed, and of the students natural color.
- **Boys Hair:** Hair must be short all around including above the ears, off the collar and bangs must be no longer than eyebrow length. Hairstyle should be conservative, well-groomed and of students' natural color. Bangs cannot be longer than eyebrow length and hair must be completely out of the face. Hair may not have logos, numbers, lines, or other designs cut into hair.

Belts (3rd - 8th grade): Black belts must be worn with shorts or pants.

Mass Uniform:

Girls must wear a jumper or skirt, logo shirt, and school logo uniform jacket (if outerwear is needed) on Mass Days.

Boys must wear blue or khaki pants, logo shirt, and school logo uniform jacket (if outerwear is needed) on Mass Days.

Shorts and pullover sweatshirts are prohibited on Mass Days.

St. Rose Catholic School reserves the right to act upon and fad, trend, or fringe behavior that may affect our students.

Additional Requirements

All clothing must be clean, in good condition and appropriately sized. Any item that is extremely loose or tight is unacceptable. Boys' shorts must be at or above the knee. (A portion of the knee must be showing.) Girls' skirts, jumpers, and shorts must be no more than 3 1/2 inches above the top of the knee when standing. (Hint: use a credit card lengthwise to measure.) Nail polish, make-up, and large pieces of jewelry are not appropriate for school and not permitted. While jewelry is allowed, but must be minimal in order to avoid student and classroom distraction. Tattoos of any kind are not allowed. Girls may wear up to two earrings per ear. For safety reasons, earrings must be post/stud type only (no hoops, long strands or extravagant designs) and only a modest amount of jewelry is permitted. Boys may not wear earrings.

Prohibited Items

- Acrylic nails
- Body piercings other than ears
- Temporary or permanent body art/markings of any kind (ink, markers, paint, stickers, etc.)
- Permanent hair treatments such as dying, extensions, feathers, tinsel, etc.

Gospel Awards Days

Students may wear appropriate St. Rose School Spirit T-shirts (which may be purchased through JCarroll) or Stampede to Race and Read shirts with uniform pants, shorts or skirts. No other T-shirts may be worn; if a student does not have a spirit t-shirt, he or she must wear the full school uniform. School approved shoes are required.

Free Dress Policy

Free dress days may be awarded to students during the school year. Cleanliness, neatness, modesty, and appropriateness are expected of their clothing choices. In addition to the requirements listed above, the following guidelines apply to free dress days (including Catholic Schools' Week):

- No mini-skirts or short-shorts. All skirts and shorts must be "Bermuda" length Girls' skirts, jumpers, and shorts must be no more than 3 1/2 inches above the top of the knee when standing. (Hint: use a credit card lengthwise to measure.)
- All shirts must have sleeves or caps at the shoulder and be long enough so that the top of the pants is covered (if the shirt is not tucked in).
- Excessively tight (yoga pants) or baggy clothing is not acceptable.
- No "ripped" or torn jeans.
- Clothing should be free from inappropriate graphics, language or inferences.
- No heels greater than 1 inch
- Shoes must have closed toes and heels (no footwear considered beachwear such as flip-flops, crocs, sandals, etc.).

Wednesday "Buck a Jeans" Day

Students will have optional opportunities to wear non "ripped or torn" jeans and spirit/Stampede to Race and Read shirts on a monthly basis which will typically land on the third Wednesday of every month. To wear jeans and a spirit/stampede shirt, each student who would like to partake in the "Buck a Jeans" day will bring in one dollar to their classroom or homeroom teacher. All money collected will be donated to a charity of the choice of the grade level which hosts Family Mass for that month. Students who do not wish to partake in this event will be required to wear their school uniform. School approved shoes are required.

DISCIPLINE POLICY

St. Rose Catholic School has created a positive atmosphere of learning that upholds the belief that each individual is created, loved and redeemed by God. We believe that Christian moral values are most effectively learned through example. All staff and students are expected to model respect, kindness, decency, justice and altruistic giving.

Student Behavior

Personal discipline is considered an essential aspect of human, moral and spiritual development. Respect for self and others is fostered at St. Rose Catholic School through a basic code of conduct, and the Christian Principles outlined above. A positive, respectful attitude towards students, staff, and visitors is expected at all times. Inappropriate behavior is considered a violation of our basic code of conduct and will be addressed immediately. A student who intentionally physically harms another student, could be sent home and could be given suspension the following day(s). Parent communication will be required.

Cell Phones, Fitbits and “Smartwatches”

While cell phones, fitbits and smartwatches are allowed at St. Rose Catholic School, students who bring them must keep the device "Off" and in their locker during the school day. Use of the cell phone or smart watch at any time during school hours (7:30 A.M. - 5:30 P.M.) for phone calls, text or video messages, photos/camera, or internet usage is prohibited. Cell phones and smart watches may only be used out in front of the school after dismissal (2:45 P.M. - 3:00 P.M.) to contact parents or rides. AirPods are not permitted at school.

Violators of this policy will receive automatic detention and immediately relinquish their device to the Principal. A parent must come to the school to pick up the device. If a student needs to make a phone call during school hours, he/she will be allowed to place a call from the school office.

Detention

Students who display inappropriate behavior or fail to follow school policies will be assigned detention after school following notification to parents via email or phone call. Detention is one hour for middle school students and one-half hour for elementary students. If a student misses detention, he or she will be reassigned to detention the following week *as well as receive additional detention to be served the subsequent week*. Failure to attend more than two detentions will result in disciplinary action by the principal. Multiple detentions (five in the same quarter) for the same offense will result in a student-parent-principal conference and may result in suspension.

- **(6th - 8th grade)**

Detention is held on Thursdays from 3:00 to 4:00 p.m. in rooms 6-8. Detention is a time of reflection, school improvement, and an incentive to avoid further detentions. Students will sit

quietly and respectfully for the first thirty minutes of the period. During this time they will write a reflective essay that addresses why the student is in detention, what consequences their behavior may have meant to the middle school, and what behavior modifications are necessary to stay out of detention. Students will not be allowed to work on homework or talk with friends. The second thirty minutes will be spent helping the school in a variety of ways: trash pickup, office/clerical work, cleaning of classrooms, etc.

The following infractions earn detention immediately:

- Unapproved technology usage
- Inappropriate language
- Class disruption
- Involvement in cheating/forgery/ plagiarizing
- Mistreating/ defacing school property
- Defiance/ willful disrespect
- Other

The following infractions earn detention on the third warning:

- Tardy (Periods 2nd - 8th)
- Uniform/appearance
- In unsupervised area or out of sight of yard duty
- Inappropriate/ unsafe/ disrespectful behavior
- Other:

- **(K - 5th grade)**

Detention is held on Thursdays from 3:00 to 3:30 p.m. in a rotation amongst the elementary classrooms. Detention is a time of reflection and an incentive to avoid further detentions. Students will sit quietly and respectfully

The following infractions earn detention immediately:

- Unapproved technology usage
- Inappropriate language
- Class disruption
- Involvement in cheating/forgery/ plagiarizing
- Mistreating/ defacing school property
- Defiance/ willful disrespect
- Other

The following infractions earn detention on the third warning:

- Uniform/appearance

- In unsupervised area or out of sight of yard duty
- Inappropriate/ unsafe/ disrespectful behavior
- Other:

Discipline Notice

A Discipline Notice may be issued for serious misconduct. Parents will be notified if a student has received a Discipline Notice and the notice will be placed in their permanent file. If additional Discipline Notices are issued, the student may be placed on disciplinary probation and considered for expulsion. Some actions that will cause a student to receive a Discipline Notice are as follows:

- Willful disrespect
- Continued deliberate disobedience
- Forgery of parents' or guardian signature on the part of the student on any school form
- Students found cheating, copying, or plagiarizing (students are subject to grade reduction or failure in the class)
- Using profanity on school grounds
- Leaving school grounds without permission
- Serious classroom disruption
- Unkind, hurtful, or bullying behavior toward others
- Racially insensitive comments
- Defacing school grounds
- Other forms of conduct inconsistent with the St. Rose standards of student behavior.

Disciplinary Probation

A student with consistent and serious behavior problems will be placed on disciplinary probation. Parents will be notified, and a conference will be scheduled. The student may not be eligible for extended field trips while on probation. If improvement is not evident within one quarter, the student will be considered for expulsion.

Suspension

Students involved in major infractions of school rules, or who have received 5 detentions for the same offense in a quarter, may be suspended from school for a period of time determined by the principal and vice principal. Suspensions will usually be for a period of one or two days; however, for more serious offenses, a student may be suspended for longer periods. An administrator will contact a parent before the start of any suspension. For incidents of physical mistreatment, a student may immediately be sent home for the rest of the day or the following day. In house suspension may be given at the discretion of the principal.

Expulsion due to Student Behavior

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Expulsion from school occurs when all other discipline procedures have failed to bring about the desired changes in a student's behavior or when the behavior seriously threatens the health or

safety of another person. The following is a list of examples but there may be other offenses that warrant expulsion. Such decisions are made at the sole discretion of the principal, pastor, and Superintendent of Schools.

- Actions gravely detrimental to the moral or spiritual welfare of the other students
- Continued inability to conform behavior to required norms
- Use, sale, or possession of alcohol or drugs
- Vandalism or theft of school or other's property
- Possession/use of weapons on school grounds or at a school function
- Assault or battery or any threat of force or violence directed toward any school personnel or student
- Smoking cigarettes, vaping, or possessing paraphernalia related to fire; or setting something on fire
- Sexual harassment
- Sustained bullying of others
- Illegal activities in or out of school

Expulsion Due to Family Member's Behavior

The education of a student is a partnership between the parent and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken. Such a decision is at the sole discretion of the principal. Parental/guardian/family member actions that negatively impact the school may also be cause for the family being required to withdraw from the school. Such actions include, but are not limited to, the behavior outlined in the Christian Principles above. The following: actions that cause negative publicity to the school, its personnel, parent disregard of rules and procedures, and school community and hostile behavior or actions toward the school, its personnel, and/or school community; or parent disregard of the rules of good sportsmanship at school athletic events.

Search and Seizure

The school provides student storage areas and desks and reserves the right to search them without notice. Searches of a student's person, including book bags, may be necessary if there is good reason to suspect illegal or dangerous material on campus.

Sexual Harassment Policy Statement

The Catholic schools of the Diocese of Monterey have adopted a written policy against sexual harassment as it pertains to students. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone at St. Rose School or associated with St. Rose School, under any of the following conditions. The conduct has the purpose or effect of having a negative impact upon the

individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.

Examples of behaviors which are considered sexually harassing include:

- pinching, grabbing or cornering another student
- sexual comments toward or taunting of another student
- pulling down pants and underwear of a student or snapping a bra
- use of derogatory words or phrases or body language directed to another
- assaulting or molesting another student
- writing or drawing of a sexually explicit nature
- calling names or using labels of a sexual nature

To educate students on proper and improper conduct, St. Rose Catholic School will provide awareness training in religion classes. Also, we encourage you to discuss this serious subject with your child.

The penalties for sexual harassment by students are numerous and severe. First, a student who has proven to have sexually harassed another individual may be suspended or expelled from school. Second, law enforcement will be contacted.

PARENT INFORMATION

School Advisory Council (SAC Board)

School Advisory Council meetings are held monthly. The SAC is an appointed advisory body which supports the principal and the pastor in the financial and developmental needs of the school. Subcommittees include Catholic Identity, Policy & Planning, Finance, Development, Marketing & Communication, SAC Recruitment & Retention, Student Recruitment & Retention, Building & Grounds, and Technology.

Parent Teacher Organization (PTO)

All St. Rose Catholic School parents are automatically part of the school's Parent Teacher Organization (PTO). PTO is an organization supporting the needs of our principal, teachers, office staff and faculty as well as the needs of school parents and families while enriching our school community. PTO's primary function is to promote communication between parents and school staff, sponsor events, organize and facilitate fundraisers and to support the school in its educational development. PTO helps parents get involved in their children's education and play an active role in creating a healthy, faithful and academically stimulating environment for their children. PTO is the primary facilitator of volunteer opportunities at our school. Collectively our parents have a wide range of skills, talents, and services which can be generously brought to bear in support of St. Rose Catholic School and build and enhance our school community.

Through the help and generosity of parent volunteers, St. Rose Catholic School can enrich the educational experience while keeping school operating costs down. All parents are encouraged to get meaningfully involved in PTO and to attend the monthly PTO meetings.

Communication

Parents and students with questions or concerns should follow the appropriate chain of contact, beginning with the classroom teacher or staff member and following-up with the principal if necessary. When problems or concerns arise, please remember to make an appointment with your child's teacher rather than attempting to discuss such matters before, after or during class hours. Please respect staff members' privacy by calling them at school only. Email is the official means of communication at St. Rose Catholic School.

School Volunteers

All school volunteers must attend a meeting at the beginning of the school year, **sign in** at the office each time they are at school, **and wear** an ID badge. In addition, a current TB test (valid for four years), **fingerprint clearance, and safe environment training certificate (Virtus)** must be on file in the school office. Forms and information for Live Scan Fingerprinting are available in the office.

Key Card Access

Parents will have access, 5 days a week, Monday through Friday, from 7:30am to 5:30pm.

The Main Entrance Gate will be open for morning drop off from 7:30am-8:00am and for afternoon pickup from 2:45pm-3:00pm on regular school days (2:00pm - 2:15pm early release days) Monday through Friday. Key card access will remain available until 5:30pm Monday - Friday.

Key Card access for current school families will resume on August 21, 2023. New families will be issued a Key Card upon request in the office. Additional key cards may be purchased for \$10.00.

SAFETY INFORMATION

Emergency Drills

Emergency and safety drills are practiced regularly. Fire drills are practiced monthly, and earthquake and lockdown drills are practiced in alternating months. Students are prepared at the beginning of the year on procedures for each drill. Drills are evaluated for effectiveness, and modifications are made if necessary.

Emergency Situations

All classroom doors are locked and are equipped with a Lock Blok for safety and convenience. Every classroom is supplied with a first aid kit and emergency supplies, which are stored in an

appropriate place for use in case of emergency. A classroom supply of water, snacks, and a waste bucket are stored for long-term situations where students cannot leave the classroom.

In the case of an actual emergency, families will be notified of the situation through our FACTS student information system. Parents are required to update their child's emergency information annually on FACTS and anytime the information needs to be changed. This allows for the immediate dissemination of emergency information to parents via text, email, and phone message.

Emergency Kits

Families must provide the school with personalized emergency kits by the end of the first week of school. Students should turn in emergency kits in a large 2- 2.5- gallon Zip-lock bag, with the child's name and grade, marked. Each bag should include:

- Change of underwear
- Toothbrush and toothpaste
- Two granola bars
- Small pack of moisturized towels
- Extra pair of glasses (if needed)
- Necessary prescriptions medication with directions
- Two pop cans of fruit juice (no cartons)
- Paperback book and/or small game
- Picture of family

These packets will be stored in the school's emergency shelter (office staff will keep medication in the office) until the last day of school, when the kits will be returned to the child.

Injuries

Injuries occurring on school grounds must be reported to the office. First aid will be administered for minor injuries. If office staff cannot reach parents in the case of serious injury, the physician listed on the emergency card or the emergency room at Twin Cities Hospital will be contacted.

Medications

All prescription and over-the-counter medications must be kept and administered in the school office. Office staff may administer over-the-counter medication to students only if there is a signed Diocesan Parental Authorization Form on file in the office.

Dismissal

Students are not permitted to leave school grounds on their own unless they have parental permission to walk home. Due to safety concerns, students must remain on campus until they are picked up by a parent or guardian. This includes after-school supervised activities. Any student leaving campus during school hours for an appointment must be signed out in the office

by a parent or guardian. All students remaining on campus at 3:00 p.m. will be signed into Extended Care.

Parking Lot

Cars in the school parking lot must follow the traffic pattern for safety reasons. The parking lot speed limit is 5 mph and double parking is prohibited. Elementary students should be accompanied by an adult at all times. Children should not be left unattended in a vehicle. Parents and students must use the crosswalks to enter and leave the school.

Bicycles, skateboards and roller skates

Bicycles are to be walked on and off school grounds. State law requires that all persons under age 18 wear helmets when riding a bicycle. Students not following state law or St. Rose Catholic School rules will not be allowed to bring their bicycles to school. Skateboards/scooters and roller skates are not to be used on school grounds for any reason.

Toys

Toys are to be left at home unless given permission by the classroom teacher.

GENERAL INFORMATION

Pastor

The pastor of St. Rose of Lima Parish, directed by the Bishop and canon law, is directly responsible for all parish endeavors. One such significant effort is the parish school. The pastor can render service and leadership to the parish or area school by being a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement. This school year, the pastor has delegated his responsibility for the school to the Superintendent of Schools.

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. He/she understands the Catholic School is part of a broader community; parish and civic. The principal collaborates with the parish and diocesan personnel in planning and implementing policies, programs, and/or the use of facilities and grounds.

Faculty and Staff

The faculty forms a faculty/student/parent community in the school to develop an atmosphere where the religious faith of each student, along with his/her intellectual, moral, physical, social, and creative capacities may be developed or strengthened. The faculty commits that in every classroom there is a teacher who cares that every student, every day, learns, grows, and feels like a real human being. Staff members are accountable to the principal for the efficient operation of the school and the performance of duties according to each job description.

School Secretary

The school secretary is responsible for the efficient operation of the school office and the performance of secretarial, clerical, and other duties related to the principal's office. He/she sets a welcoming tone for the school, and his/her hospitality, openness, and warmth are vital contributors to our educational community.

Registrar

The school registrar is responsible for the efficient operation of registration and assisting families with school information, applications, and financial accounts. He/she provides another voice of welcome to the school, and his/her openness and ability to work with each family makes this position an essential contributor to the school community.

Parental Custody

Custody of students and any changes thereof need to be submitted in writing to the office. It is the responsibility of the parent or guardian to inform the school of any changes or arrangements in custody status. The school may ask for legal verification of these arrangements.

Child Abuse Reporting

A child abuse report will be filed in any case by Diocesan Policy and California Law. All school staff members are legally obligated to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse, and exploitation.

Student Files

Access to student files is permitted with a written request from the parent or guardian. The request must be specific and dated.

Privacy

Privacy of students and staff is important. The Family Directory is to be used for St. Rose Catholic School functions only and cannot be given out for marketing purposes. Parents and community members are asked to contact staff members during school hours only. ***Please do not call or text staff members regarding school business on their personal time.***

Class Parties

Parties are permitted during lunch or break time on school grounds. Classroom teachers must be notified in advance if birthday treats (enough for the entire class) are being brought to school. Personal party invitations (if the entire class is not invited) need to be distributed off school grounds to avoid hurt feelings. Please discourage children from discussing such activities that do not include all classmates.

Field Trips and Other School Events

Signed permission slips are required in order for a child to participate. Verbal permission is not permitted by our insurance company. Field trip drivers (parents and teachers) must have a valid driver's license, proof of insurance (dollar amounts of \$100,000/\$300,000 must be verified) and functional seat belts. Each driver must carry copies of permission slips with all emergency information for each child in their vehicle. For safety reasons, while driving and chaperoning students on a SRS field trip, **cell phone use is strictly prohibited**. Chaperones attention is to be directed towards the supervision and safety of all students. Stopping for any unscheduled reasons (get food, sightsee, etc.) are not permitted.

The following must be on file for all field trip drivers (parents and teachers):

- Fingerprint Clearance
- TB test
- Virtus Certificate
- Copy of Driver's License
- Copy of Current Insurance Policy for the vehicle used on the field trip
- Diocesan Driver Form
- Certificate from Defense Driving Curriculum on CMG Connect

Chaperones

Chaperones for school events must be at least 21 years old, refrain from tobacco and alcohol while acting as a chaperone, have completed the virtue program, and have been cleared by the Diocese of Monterey for working with children. The number of chaperones needed for an event is determined by the hosting facility/venue/ and teacher. For legal reasons, siblings may not accompany parent chaperones on field trips.

Lost and Found

Lost items can be located in the School Office. To minimize the occurrence of lost and found items, please be sure to label all school items and uniforms with student names.

Restrooms

For the safety of our students; parents, volunteers, and visitors are to use the adult restroom located adjacent to the staff room. The restrooms for boys and girls are for students ONLY.

Dogs on Campus

It is essential for all members of the St. Rose Catholic School community to feel safe and secure while on campus. Therefore, St. Rose will not permit the dogs inside of the gates on the school campus with the following exceptions; October Pet Blessing and if the dog is in the owner's hands. If dog owners choose to bring their dogs on campus grounds in their hands or for the Pet Blessing, courtesy and respect must be shown to all members of the St. Rose community. Dogs will be required to be on a leash and owners should always consider the safety, health, and possible fears others may have in the presence of dogs. Dog owners are responsible for cleaning up after their dogs while on campus and failure to clean up waste will result in the dog no longer being allowed on campus.

Classroom Supplies

Elementary Classroom Supplies

Please see the list provided by the teacher in early August.

Middle School Supplies

Please refer to the St. Rose Catholic School Middle School Handbook

St. Rose Catholic School Family Handbook

PARENT HANDBOOK AGREEMENT 2023 - 2024

We have read the St. Rose Catholic School Parent Handbook and discussed it as a family. We agree to abide by the rules, regulations, and the policies outlined in this handbook.

PLEASE PRINT STUDENT NAME (S):

SIGNATURES:

Parent / Guardian signature: _____

Student signature: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER OR OFFICE BY
SEPTEMBER 1, 2023. REPORT CARDS WILL NOT BE DISTRIBUTED UNTIL SCHOOL HAS
RECEIVED THIS DOCUMENT