SAINT ROSE
CATHOLIC SCHOOL

PARENT HANDBOOK: 2026 - 2027

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, nationality 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 designed to guide parents and students in understanding their responsibilities and the policies that support the educational mission of St. Rose Catholic School. This handbook contains important information regarding the school's standards and administrative operations. *Please note that while the policy statements are written in general terms, the administration reserves the right to make adjustments as circumstances require.* We recommend reading this handbook carefully and keeping it for future reference.

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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

At St. Rose Catholic School, our educational philosophy is grounded in the Catholic tradition of faith-based education. We are committed to providing a comprehensive curriculum that not only establishes a strong academic foundation for our students but also nurtures their spiritual growth and physical well-being. As educators, we recognize that student-centered teaching is a collaborative effort that involves parents, the parish, students, and the broader 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, nationality 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
    - Students will not be allowed to begin attending school until they are up to date on immunizations. Any medical exemptions must be on file with the state on the CDPH CAIR-ME website.

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, 2026.

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 who remain on the school grounds, and not directly attending after school programming, after 3:00 p.m. (2:15 p.m. on early release days) will be enrolled in Extended Care. This program is available until 5:30 p.m. for students in Kindergarten through Grade 8. Extended Care provides rest periods, structured play, and supervised homework time to students. The program is billed at a rate of $8.50 per hour of attendance per registered student (billed on the ¼ hour). If siblings attend this program, you will be billed at a discounted rate of $13.00 per hour per family. Extended Care registration ($50.00 per family) and hourly fees will be billed through FACTS. Failure to stay current on payment for Extended Care will result in a loss of privileges. Students who are not picked up by 5:30 p.m. will be billed at a rate of $20.00 per hour starting from 5:31 p.m.

Families who are consistently late in picking up their children will lose the ability to use Extended Care services for the remainder of the school year after the third late pick-up of a quarter.

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 2026 - 2027

Kindergarten through 8th Grade

- Annual Registration Fee (Non-Refundable)
- $375.00 Existing Families through March 1, 2026
- $425.00 for Existing Families and/or New Families after March 1, 2026

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

- $761.70 (Parishioner) due by the 25th of each month - Parish office verification is required to qualify for parishioner discount.
- $808.30 (Non-Parishioner) due by the 25th of each month

Annual Tuition Payments

- $7,617.00 (Parishioner) due by August 15, 2026
- $8,083.00 (Non-Parishioner) due by August 15, 2026

Semi-Annual Tuition Payments

- $3,808.50 (Parishioner) due August 15, 2026 & February 15, 2027
- $4,041.50 (Non-Parishioner) due August 15, 2026 & February 15, 2027

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

- Consumables: $225 due on August 15, 2026
- Technology Fee K - 2: $30.00 due on August 15, 2026
- Technology Fee 3 - 8: $125.00, due on August 15, 2026
- Building and Maintenance Fee Pre-K - 8th: $200/Family due on August 15, 2026
- Centegix Crisis Alert: $65.00/Family due on August 15, 2026

Preschool TUITION RATES 2026 - 2027

- Annual Registration Fee (Non-Refundable): $225.00

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

Full Day (7:30 a.m. - 4:30 p.m.)	**Half Day (7:30 a.m. - 12:30 p.m.)**
5 days - $893.00	5 days - $793.80
4 days - $714.40	4 days - $635.00

3 days - $535.80	3 days - $475.30
2 days - $357.20	2 days - $317.50

Annual Tuition Payments (Due August 15, 2026)

5 days - $8,930.00	5 days - $7,938.00
4 days - $7,144.00	4 days - $6,350.00
3 days - $5,358.00	3 days - $4,763.00
2 days - $3,572.00	2 days - $3,175.00

Semi-Annual Tuition Payments (Due August 15, 2026 & February 15, 2027)

5 days - $4,465.00	5 days - $3,969.00
4 days - $3,572.00	4 days - $3,175.00
3 days - $2,679.00	3 days - $2,381.50
2 days - $1,786.00	2 days - $1,587.50

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 and Fee Payment Information

St. Rose Catholic School relies on FACTS Management Company to process tuition and fees payments and expects timely payment to meet its financial obligations. The school has established a policy for tuition and fee collections that allows payment to be made annually (in August), semi-annually (in August and February), or in 10-monthly installments (from August to May) through automatic deductions (autopay) from a checking/savings account or credit card. Once the school year begins, tuition refunds are made on a semester basis. Should a student attend school during any portion of the semester (one day or more), the full semester amount will be owed and no portion of that semester's tuition will be refunded except at the discretion of the principal. Incidental or other fees not set up on autopay will be adjusted by the school. The school will not allow accounts to accrue for more than sixty (60) days. Two statements and one phone call will be sent to attempt collection. A meeting with the Principal will be scheduled if the account remains unpaid. Your child will not be able to attend school at the start of the upcoming quarter until the school account is current. Additionally, a three to five percent increase in tuition should be expected year over year.

Additional Fees

Annually, during the open enrollment period, registration paperwork and **non-refundable registration fees** are required. Please visit the school website to see the due dates and registration fee amounts. In addition, charges will be added for field trips, middle-school novels, overdue/lost library books, and optional school-provided lunches. Overdue library books will be

charged at a rate of $0.50 per week for up to six weeks. After six weeks, the book/s will be considered lost, and the family will be billed for the total cost of a replacement book.

Technology fees will be assessed at $125.00 per 3rd - 8th grade student student and $30.00 per K - 2nd grade student. Consumable fees will be assessed at $225.00 per student (K - 8), and Building and Grounds Fees will be assessed at $200.00 per school family. Centegix Crisis Alert Fees will be assessed at $65.00 per school family.

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

Tuition Assistance

St. Rose Catholic School offers tuition assistance to students based on their family's financial needs. The school sets aside a limited amount of funding each year to help families in need, and the funds are directly applied to the tuition accounts at the start of the school year. To determine a family's ability to pay tuition fairly and consistently, FACTS provides an objective financial analysis. Applications for tuition assistance are available online before registration, and awards are granted for one year only. To continue receiving assistance, a new application must be submitted annually in February. Before granting a new request, the school reviews the previous year's payment and involvement records. Students must maintain a 2.0 GPA and have satisfactory conduct to be eligible for financial assistance. Tuition assistance is calculated based on the Regular Tuition cost.

International Students

International students are welcome to apply for enrollment at St. Rose Catholic School. The following must be included with the new student application in order to be considered for enrollment.

- Copy of passport
- English proficiency exam if available
- Teacher recommendations (at least two from separate teachers)
- English Writing sample completed by student
- Transcript/Grade Report for Current and Previous School Year (with English Translation)
- Bank statement verifying family’s ability to pay one year’s tuition plus living expenses*
- Immunization Records with English translation
- Baptismal Certificate and Certificate of First Communion (if Catholic)
- Any IEP, 504 or other documents regarding additional educational support needs

Await Acceptance and I-20 Issuance

Once the student has been admitted to the school and the enrollment deposit has been received, we will issue an I-20 application and official acceptance letter that must be shown to a U.S. consulate. All documents will be sent by FedEx directly to the student's permanent residence. Payment for the I-901 processing fee must be made in order to receive F-1 Student Visa status. After paying the I-901 application fee, please take the completed I-20 application and official acceptance letter to the nearest embassy where they will issue the F-1 Student Visa.

**(As required by U.S. Immigration, F-1 international students must submit proof of financial solvency for the first year of their education. The Foreign Certification of Finances form can be uploaded to the FACTS application system. An original bank statement (dated within the last 6 months) must be submitted along with this form. If English is not the language in which the bank documents are issued, the bank statement must be accompanied by a certified, literal, English translation.)*

FAMILY / SCHOOL AGREEMENTS

Tuition and Fees account for roughly 85% of the total cost of educating a child at St. Rose Catholic School. This additional 15% 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 of more, sponsor, or underwrite funds for the event; if a family chooses not to do so, an opt out fee of $250.00 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 $70.00 per unsold ticket.

Stampede to Race and Read Fundraiser

The "Stampede to Race and Read" event is a fundraiser that supports St. Rose Catholic School while focusing on the overall development of the students. The event is student-centered and takes place in September. Students can participate by either running or reading and collecting pledges from their friends and family members. **It is a requirement for each family to raise $400 per school year.** Please note that this requirement is per family and not per student. If a

family fails to raise the required amount, they will be billed for the difference between the amount they raised and the mandatory amount of $400.00. The billing will take place in October.

Crab Feed

The annual Crab Feed is a family event for 7th graders that helps to fund their class trip to Yosemite. If there is any money left over, it will go towards the following year's 8th grade class trip to San Francisco. It is mandatory for all 7th grade families to participate in planning, working, and cleaning up after the event. If a family chooses to opt-out or fails to fulfill these obligations, they will be charged the full price for 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

St. Rose Catholic School encourages parents to participate in various school activities. Volunteering helps create a stronger community while providing important services to the school. The school depends on parents' skills, time, and willingness to contribute towards the betterment of the school community. Parents who volunteer their time and expertise help to keep the cost of tuition affordable for everyone.

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 driver's 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. Families may enter their service hours on FACTS by clicking under the service hour tab. 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

Preschool families can count their donations of nutritious snacks towards their required Parent Service Hours as per the school and state regulations. The principal has established a policy that one service hour will be credited against a donation worth $25.00. Receipts must be submitted to the preschool director to claim the credit.

Reporting Hours

It is the parents' responsibility to report their service hours by entering service hours on FACTS by clicking under the service hour tab. 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 must be submitted to the school office by May 15. If you have not completed all your service hours, you will be charged a fee of $25.00 per hour, up to a maximum of $500.00 for 20 hours not served. If you plan to complete your hours after May 15, such as at Graduation or BBQ, please submit them for approval by May 1. If you have any disputes related to service hours or non-completed service hour fees, they must be resolved by June 30 of the current school year.

Family Conferences

St. Rose Catholic School will be conducting Family-Teacher Conferences twice a year - once in the fall and once in the spring. During these weeks, a special schedule will be in effect, and the school will be on Minimum Days each day with a noon dismissal. We expect at least one parent from each family to attend the Parent-Teacher Conference, Open House/St. Rose Showcase Night, and Sacramental Preparation Meetings (Grade 2 only). Clear and open communication between parents and teachers is essential for the best interest of the students. If required, spring conferences are also available upon teacher or parent request.

CURRICULUM AND INSTRUCTION

St. Rose Catholic School strives to promote excellence that goes beyond basic mastery of content skills. The school places a strong emphasis on developing higher levels of critical thinking and lifelong learning skills at all grade levels. All classrooms encourage mind, body, and soul development through our core curriculum. All coursework meets or exceeds the recommendations and guidelines set by the California State Department of Education, including Common Core State Standards in all academic disciplines.

At the middle school level, digital textbooks are partially implemented, and a strong emphasis on digital literacy is fostered in elementary classrooms. This entails the use of both Chromebooks and iPads. Elementary students participate weekly in art, library, Spanish, and physical education. Band is offered to students in grades 4 – 8 as a zero period. Middle school students can select from the following electives: Spanish, Art, Robotics / Agriculture, or Leadership four days a week.

The faculty participates in an annual curriculum review, 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 students complete honors and college preparatory coursework at the secondary level.

Religion Curricular Framework

At St. Rose Catholic School, the Religion curriculum is based on the Diocesan Religion Framework, which is structured on the Catechism of the Catholic Church. The curriculum includes age-appropriate expectations from the four parts of the Catechism, namely Creed (What We Believe), Sacraments and Liturgy (How We Celebrate), Christian Living, and Prayer. Each of these areas has specific expectations developed for all grade levels. Students at St. Rose Catholic School have the opportunity to participate in choir singing, altar serving, and delivering readings as lectors.

Liturgical Celebrations

Throughout the school year, students from all faiths are welcome to participate in various liturgical celebrations and prayer services at St. Rose School. These events include The Living Rosary, the Stations of the Cross, and the Museum of Saints. School Mass is celebrated regularly and hosted by a specific class or grade level. You can find the dates for these events on the school calendar. We encourage all St. Rose School families to attend these events.

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. To track academic progress in grades 3-8, weekly grade updates are available online for parents and students. If a parent or teacher recognizes a need, parent-teacher conferences are recommended anytime, and formal conferences can be scheduled after school hours. Printed progress reports may also be issued upon request from the parent. When receiving a progress report, it is the responsibility of the student and the parent to inquire about the necessary steps required to improve the student's grade. Note that a progress report is not a report card but an indication of progress at a specific 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

In order to participate in any extracurricular activity sponsored by St. Rose Catholic School, such as sports, dances, Leadership, or others, students must maintain a minimum grade point average (GPA) of 2.0 and a passing grade in all subjects. Additionally, they must attend school for at least half a 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 15 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 90-120 minutes daily

Missed Assignments

Students are responsible for collecting any assignments missed due to illness or planned absence upon their return to school. For absences lasting one to three days, students must obtain missed assignments from their classmates or the school website. Students will have one day for each day of absence to turn in missed work (up to five days). In case of a non-medical planned absence (such as family trips), students can get their missed work upon their 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 a mandatory test that the Diocese of Monterey requires students in Grades K-8 to take three times per school year, in September, January, and May. The assessment is primarily used for diagnostic purposes and to help faculty set goals for meeting the needs of all students. Please refer to the school calendar for specific testing dates.

Students with Exceptional Needs

St. Rose Catholic School strives to provide the best education for all its students. Those who need additional assistance with certain subjects or those who are academically gifted will receive the necessary support from their teachers. Students with special needs will undergo a professional diagnostic evaluation to create a customized educational plan that meets their specific requirements. Once evaluated, students will be eligible for modifications and accommodations. The report card will reflect any changes made to individual classes.

SCHOOL POLICIES

Statement of Christian Principles

All schools in the Diocese of Monterey aim to provide a nurturing, educational environment for students based on Christian principles of charity and love for others. Everyone involved in the development of children and young people, including teachers, administrators, parents, family members, and friends, is expected to follow these principles. These Christian principles include, but are not limited to, the following:

- Parents, family members, childcare providers, and friends (such as grandparents, step-parents, and siblings) are expected to work respectfully and cooperatively with the school in all areas of school and student life. This applies to all behavior that affects the school, both on and off-campus.
- Students, parents, family members, and friends must act and speak with respect and integrity towards others. They should always use good manners and a cooperative and helpful tone of voice.
- If a student, parent, or family member has concerns about the school's operation or personnel, they may express them respectfully. However, they should not do so in a discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive manner. They should use appropriate communication channels, such as contacting the principal, teacher, or staff member directly by phone or email. Inappropriate communication channels include posting information on Facebook or similar social media and using the school's contact list to email or text others not directly involved in

the area of concern. Such communication channels are considered divisive and not conducive to resolving the issue in a respectful and Christ-centered manner.

- If a parent has concerns about another student's behavior, they should address them with the classroom teacher or a staff member, not directly with 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 disrupts classwork or extracurricular activities or involves substantial disorder will not be tolerated. These expectations apply to all school-sponsored programs and events (such as extended care, athletics, field trips, etc.). The school reserves the right to determine when conduct is of such a nature as to warrant any action, including asking the parent to withdraw their student(s) from the school.

It is a condition of enrollment that students and parents or guardians conform to conduct standards consistent with the school's Christian principles, as determined by the school in its sole discretion.

Statement of Parent Responsibilities

The most significant influence on a child's thinking and behavior is their parents or guardians. St. Rose cannot achieve its discipline goal without active support from parents and guardians. It is a parent's or guardian's responsibility to encourage their child to have a positive attitude towards learning and guide them in becoming a responsible, caring Christian. This includes the following:

- Supporting the educational, social, and spiritual development of your child
    - Upholding the school's policies and rules
    - Making sure that your child completes homework assignments promptly
    - Ensuring your child is ready for school each day by appropriately dressing, having a nutritious lunch, and having all necessary supplies
    - Holding your child responsible for not bringing items they forgot to school
    - Involving yourself in the spiritual life of the school
- Respecting the school calendar and hours by ensuring that your child arrives on time for school each day, calling in if your child is sick, and scheduling vacations around the school calendar rather than during school periods
    - Working cooperatively with your child's teacher and the principal
    - Being reasonable when speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal, or other students
    - Refraining from talking negatively about other students, families, or school personnel to other parents. Gossip is always destructive
    - Being available for conferences or meetings with your child's teacher

    - Refraining from the temptation to overindulge children with regular restaurant lunch deliveries, overreaction to the unfolding of a school day's events, being "on-call" for every whim or need of the child, or 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
    - Reading all communications that come from the school

Student Responsibilities

As a student, it is your responsibility to actively participate in your school's educational program, maintain a peaceful learning environment, and not interfere with other students' right to education. To achieve this, you must follow certain behavioral standards, which include:

- Demonstrating Christ's teachings of love and treating others with respect in all interactions.
- Arriving at school on time, being prepared for each class, and following instructions.
- Obeying all school rules and acting as a role model for other students.
- Being respectful and friendly to all school personnel, volunteers, and visitors.
- Respecting all school property, including books, desks, bathrooms, equipment, and playgrounds.
- Seeking help from a teacher or administrator when another student's behavior is affecting your learning process.
- Using appropriate language, speaking positively about others, and being truthful in your actions and words.
- Avoiding passing notes, calling home for non-emergency reasons, or seeking help with assignments or tests.
- Only calling home in cases of sickness, emergencies, or dress code violations.
- Demonstrating good sportsmanship in both words and actions.

Harassment and Bullying

The school is dedicated to creating a safe and comfortable learning environment that is Christ-centered, upholds Christian values, and is free from all kinds of harassment and bullying. It is strictly prohibited to harass or bully any student by any other student, lay employee,

religious clergy, school volunteer, or parent guardian. If any such incidents occur, the school will take them seriously and take appropriate steps to ensure that substantiated bullying or harassment stops. If you come across any bullying cases, please report them to the staff. They cannot help if they are unaware of it, and they will make every effort to keep the whistleblower's identity confidential.

If a student is found guilty of harassment, bullying, or hazing, appropriate disciplinary action will be taken, which may include dismissal. The disciplinary action will be proportional to the severity of the case, and it is aimed at putting an end to the harassment or bullying. Students who make false or frivolous charges will also be subject to disciplinary action, which may include 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 someones' possessions

Bullying is a kind of behavior in which one or more students tease, taunt, threaten, hit, shove, or steal from a victim or victims. Typically, there is a perceived or actual power imbalance between the bully and the victim, which might include differences in physical size or strength or access to embarrassing information.

Besides direct attacks, bullying may also be indirect, such as spreading rumors that lead to social isolation through intentional exclusion. The essential element of bullying is physical or

psychological intimidation, which 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 kindly requests parents to monitor social media sites such as Facebook, X, Snapchat, TikTok, etc., where their children register information, take photos, and discuss their whereabouts and schools. This is to avoid any personal information about their families or themselves being exposed, which could put the students at risk.

Emailing and online usage within St. Rose Catholic School is an everyday occurrence. Therefore, parents are encouraged to supervise their children's use of the Internet in their homes. If you have any questions or concerns about this policy, please do not hesitate to contact us. Together, we can ensure that kindness, decency, and privacy protection remain top priorities in our children's lives.

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 piacomini@saintrosecatholicschool.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 three 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 expected to come to school properly dressed and groomed in order to be best prepared for learning. St. Rose Catholic School has a dress code policy that emphasizes modesty, cleanliness, and neatness in all of the student's clothing. We rely on parents to help enforce this policy by ensuring that their children leave home properly dressed and groomed for school. By registering their child at St. Rose Catholic School, parents are indicating their agreement to observe and comply with the dress code policy.

In case a student cannot wear the uniform for any serious reason, parents must send a written explanation to their teacher. Failure to provide a written note will result in the student receiving a uniform violation notice. A student who receives three uniform violations in a quarter will be

given detention, and after the fourth violation, the student will be allowed into class only if they have the correct uniform.

Parents must promptly bring the correct clothing item to school in case their child is out of uniform; otherwise, the student will be sent home, and the absence will be marked as unexcused.

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): Solid black, brown, or navy blue 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 during Mass.

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, it 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) unless otherwise specified:

- 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 (including sweat pants or pajamas) 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, Gizmo, and "Smartwatches"

While cell phones, fitbits, Gizmos, 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 ride. 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 (three 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 discretion of the administrative team 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 discretion of the administrative team of the principal, pastor, and Superintendent of Schools. 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 17, 2026. New families will be issued a Key Card upon request in the office. Additional key cards may be purchased for $20.00.

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.

School Surveillance System

A video recording surveillance system monitors the grounds and building interiors of St. Rose Catholic School. St. Rose Catholic School believes that maintaining an environment free from drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and studies and the mission of St. Rose Catholic School. St. Rose Catholic School also intends to protect against the damage, unauthorized use, and removal of school property. Further, at times, it may be necessary for St. Rose Catholic School to provide records, information, or assistance to a government entity in accordance with the terms or a warrant, court order, or other order issued by law. Accordingly, St. Rose Catholic School has established this guideline concerning video images and footage recorded by the school's video surveillance recording system.

Video images and footage may be used to investigate reports of wrongdoing, policy violations, and complaints and as evidence in disciplinary or legal proceedings. They will be retained for no longer than necessary for the purposes set out in this notice.

We take the privacy of our students and employees seriously. The video recording surveillance system does not monitor restrooms, locker rooms, or other rooms designated for changing clothes. The video recording surveillance system does not record audio. We will not disclose video images or footage to any party without the consent of the individual directly in the image

or footage or, in the case of a minor, their parent or legal guardian, with the following exceptions. We may disclose video images and footage, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest, including, but not limited to, the Diocesan superintendent, human resources, legal, school administration, front office, security and IT personnel, school staff, faculty, and teachers;
2. To comply with a judicial order or lawfully issued subpoena;
3. Appropriate officials in cases of health and safety emergencies and
4. State and local authorities within a juvenile justice system, pursuant to California law.

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. Students who have a prescription for an epi-pen must have two non expired epi-pens at the school at all times.

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.

After Hours School Playground

After hours, and in the interest of safety and accountability, the school playground will be closed for use when the front gates are open due to publicly attended events such as interscholastic athletics, graduation ceremonies, or community events.

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

All class parties (holidays and special events) must have prior approval of the teacher(s) involved. The class parties are to be supervised by the teacher(s) involved. It is preferable to have the party at lunch time or the last portion of the day before pickup. Classroom teachers must be notified in advance if birthday treats (enough for the entire class) are being brought to school. Treats must be store bought (with an ingredient list) to help ensure that students with allergies are not adversely affected. When purchasing treats for a class, families must contact the classroom teacher(s) to double check for food allergies. **Treats at class parties must be nut free.** 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 for a child to participate. Our insurance company does not permit verbal permission. 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), must be 25 years of age or older and have regularly driven automobiles for the past five years, and have functional seat belts. Each driver must carry copies of permission slips with all emergency information for each child in their vehicle. For safety reasons, cell phone use is strictly prohibited while driving and chaperoning students on an SRS field trip. Chaperones' attention is to be directed toward the supervision and safety of all students. All students must be buckled in appropriate seatbelts; any student younger than six years of age or 60 pounds must be placed in a child passenger restraint. Stopping for unscheduled reasons (getting food, sightseeing, etc.) is 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 virtus 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 and Middle School Classroom Supplies

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

Policy statements are necessarily general, and the administration reserves the right to adjust as circumstances arise. Please check the website for the most up to date version.