

Dear Parents and Students,

*“What greater work is there than training the mind and forming the habits of the young?”  
St. John Chrysostom*

Welcome to St. Rose Catholic School! In choosing St. Rose School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook is a compilation of information that is necessary for the safe and successful operation of St. Rose School and reflects the policies for the 2009-2010 school year. Handbooks are part of the contract existing between the school and the parents/students. The Parent/Student Handbook serves as our admission’s agreement. Please read this document carefully, review it with your children, print and sign the attached agreement, and return it to the school office. This agreement states that you intend to abide by the policies of St. Rose School during the 2009-2010 school year. Failure to complete the form will result in the understanding that you agree to be governed by the information provided in the handbook.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,  
Rosemary Griggs, Principal

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We have read and familiarized ourselves and our children with the information provided in the 2009-2010 St. Rose School Handbook. We agree to be governed by this handbook.

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Parent/Guardian Signature (please print)

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Parent/Guardian Signature (please print)

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Student Signature (please print)

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Student Signature (please print)

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Student Signature (please print)

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Student Signature (please print)

Date: \_\_\_\_\_

St. Rose Catholic School is located in Longview, Washington and operates in partnership with St. Rose Catholic Parish and the Department of Education of the Archdiocese of Seattle. St. Rose School offers a Catholic education to students in pre-kindergarten through 8<sup>th</sup> grade.

The curriculum stresses academic achievement within a Christian community where each child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Rose, we are attempting to “teach as Jesus did.”

St. Rose School follows Diocesan curriculum guidelines, consistent with the State of Washington guidelines, for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program that makes use of many sources of reading material, a variety of audio-visual and technology tools and a multi-text approach to many content areas.

## **HISTORY**

St. Rose School opened September 5, 1950, in Longview, Washington, with an enrollment of 260 students from kindergarten through grade six. Father Patrick Mulligan, pastor of ST. Rose Parish, oversaw the building of the school and gym at a cost of \$182,000. The Sisters of St Joseph of Peace staffed the school. His Excellency, the Most Reverend Thomas A. Connolly, D.D., Bishop of Seattle, dedicated the new school and convent on December 3, 1950. By 1953, the school had expanded to graduate a class of forty eighth graders. St. Rose School grew and prospered during the 1950's and most of the 1960's.

By 1972, there were 200 students enrolled in grades one through eight, and the lay principal predicted a short future for the school. Catholic schools throughout the United States saw a decline at this time and St. Rose reflected that trend. Grades six, seven, and eight were discontinued in that decade and by 1989 enrollment had dropped to 118 students in kindergarten through fifth grade. In 1989, there was a real threat of school closure. During the next five years, there was an increased commitment to the school by the parish and the community. This resulted in discussion and action on returning to a K-8 grade configuration initiated by interested parents. The middle school reopened in 1994. New activities, including band and sports, were added to encourage the growth of the middle school.

St. Rose School now contains prekindergarten through eighth grade. Office space, a kitchen, music room, band room, library, computer lab, gym, and faculty lounge are also in the building. Extended care is offered in Father Mulligan Hall. Guest speakers and school musical performances are featured in the Parish Center across the street.

## **ST. ROSE SCHOOL MISSION STATEMENT**

As a Catholic faith community in partnership with families, St. Rose Parish School provides children with a Christ-centered environment which promotes faith development, academic excellence, and a commitment to service.

## **PHILOSOPHY**

It is the belief of St. Rose Parish School that families, parish and school work in partnership to provide a strong Catholic educational experience to its students in preparation for life.

1. The education of children is first and foremost the responsibility of the family. It is in the home that concepts, attitudes and behavioral patterns are formed that have a strong bearing on the direction and progress of a child's education.
2. St. Rose Parish assists parents to be effective teachers of religious education by providing the opportunities for spiritual growth through liturgical and volunteer experiences. The parish also partners with home and school to prepare children for the reception of the sacraments of Reconciliation and Eucharist.
3. The school's role is to coordinate the academic education and supplement it with other tenets of the school philosophy. With teachers as facilitators, St. Rose Parish School reflects a commitment to the Catholic faith, provides an atmosphere that allows students to reach their academic potential, encourages the development of social skills, and promotes life-long learning.

## **ST. ROSE STUDENT OUTCOMES/STUDENT LEARNING EXPECTATIONS**

St. Rose School is committed to providing graduating students the opportunity to achieve the following:

St. Rose graduates are:

1. Christ-centered students who...
  - a. Apply Catholic Values, traditions and faith to become spiritual men and women.
  - b. Practice compassion and forgiveness toward others.
  - c. Assist those in need.
  - d. Participate in sacraments and liturgical experiences.
  - e. Promote the Gospel of Jesus Christ.
  
2. Life-long learners who...
  - a. Read with comprehension.
  - b. Write with purpose and clarity.
  - c. Analyze and apply core concepts and principles to math, science, social studies, language arts, health and the arts.
  - d. Exhibit skills in multi-media, telecommunications, and developing technologies.
  - e. Communicate with a variety of audiences for a variety of purposes.
  - f. Listen to gain information and meaning.
  - g. Affirm a healthy and balanced life.
  
3. Global citizens who...
  - a. Organize time and talents to be productive citizens.
  - b. Set priorities in order to make informed decisions.
  - c. Develop interpersonal relationships.
  - d. Encourage positive attitudes and self images.
  - e. Commit to service both locally and throughout the world.
  
4. Effective problem solvers who...
  - a. Collaborate effectively within diverse groups.
  - b. Process information critically and creatively.
  - c. Use problem solving techniques.
  - d. Approach failure as a positive learning experience.

### **FACULTY AND STAFF**

Pastor	Father Timothy Ilgen
Principal	Rosemary Griggs
Office Manager/Secretary	Janet Gaze
Bookkeeper	Mica Zdunich
Pre-kindergarten	Kim Hendrickson
Pre-kindergarten Assistant	Carrie Beckwith
Kindergarten	Ellen Nickerson
Kindergarten Assistant	Carol Renaud
First Grade	Martha Bridges
Second Grade	Ann Marie Fugate
Third Grade	Donna Sybert
Fourth Grade	Kristin Silva
Fifth Grade (Mon., Tues., Wed.)	Mary Sue Hippi
Fifth Grade (Thurs. & Friday.)	Aunamarie Rybar
Sixth Grade/Middle School Science	Deborah Collucci
Seventh Grade/Middle School Language Arts	Paula Stepankowsky
Seventh Grade/Social Studies & Religion	Holly McShane
Eighth Grade Homeroom/Elementary Reading	Adele Baker-Swift
Middle School Math	Steve Selby
Computer Specialist	Rick Lance
Librarian	Marie O'Leary
Music	Karla Dudley
Band	Dick Uthmann
Physical Education	Linda Lowe
Extended Child Care (mornings)	Crystal Lewis
Extended Child Care (afternoons)	Angelique Hisey
Extended Child Care (mornings/afternoons)	Sybil Duby
Lunch Server	Vicki Brigden
Office Support/Recess	Devanie Morgan

### **SCHOOL COMMISSION**

The School Commission meets monthly and is an advisory body to the Principal and Pastor. Commission members consider issues of finance, curriculum and facilities, and aid the principal in the area of policy formation.

Commission Chair: Rick Green  
Secretary: Beth Fellows  
Members: Max Anderson  
Jackie Clark  
Kendra Sprague  
Kim Brennan  
Frank Busch  
Aaron Harlin  
Cheri Maroney  
Shawni Wheeler

### **ADMISSION POLICY FOR ST. ROSE SCHOOL**

St. Rose School admits students of any sex, race, color, and national or ethnic origin. St. Rose School does not discriminate in the administration of its educational policies, scholarship, tuition assistance, athletics or other school-administered programs. Applicants must meet all school policy requirements to be considered as qualified applicants for various programs offered at St. Rose School.

As openings become available, the following priorities will be used to accept students to St. Rose School:

1. Returning students and siblings of returning students.
2. "In-parish" family: defined as one who meets all of the following criteria:
  - a. Attends Mass regularly at St. Rose Church and/or St. Catherine Mission.
  - b. Is a registered member and has completed a census form.
  - c. Contributes regularly to the support of the parish by envelope, check, or other identifiable means.
  - d. Participates in parish ministries and programs through appropriate volunteering of time and talent.
  - e. Has met the above criteria prior to the beginning of the school year.
3. "Other Catholic parishes": defined as families belonging to another Catholic parish and meeting the above criteria at their parish.
4. Non-Catholic and the community at large.

### **AGE REQUIREMENTS FOR ENROLLMENT**

Children must be 3 years old by September 1st and toilet trained to be considered for the three-year-old preschool program.

Children entering pre-kindergarten must be four years of age and toilet trained by September first of the year they enter.

Kindergarten children must be five years of age by September 1st of the year they enter.

For first grade, children must be six years of age by September 1st of the year they enter.

At the time of registration, all new students seeking admission to St. Rose School in kindergarten through eighth grade are evaluated on the basis of current standardized test scores, report cards and/or the appropriate St. Rose School screening test. The results of this evaluation will be reviewed to determine whether the program at St. Rose School will meet the educational needs of the students. An interview with the student and parents is part of the admission process.

### **NEW STUDENTS**

All new students will be given a trial period in which to prove himself/herself both socially and academically. This is usually a one trimester probation period. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Rose School. Students transferring from other schools will be required to present current immunization and school records before they will be allowed to attend class at St. Rose. Final action on all applications for admission is subject to the approval of the Principal.

Non-Catholic students whose parents accept the philosophy of St. Rose School will be accepted on a space available basis.

### **FINANCIAL OBLIGATIONS**

**TUITION SCHEDULE  
SCHOOL YEAR – 2009-2010**

**Catholic Families**

1	child	\$3300.00
2	children	\$5890.00
3	children	\$7750.00
4	children	\$9490.00

**Non-Catholic Families**

1	child	\$4750.00
2	children	\$8800.00

**Preschool Students**

5 full days	(8:15-3:00)		\$4000.00
3 full days	(Mon., Wed., Fri.)		\$3000.00
2 full days	(Tues., Thurs.)		\$2500.00
3 half days	(Mon., Wed., Fri.)		\$2250.00
2 half days	(Tues., Thurs.)		\$1500.00

**Tuition Payment Options:**

- Enroll in the *FACTS Tuition Management Service*. Ten equal payments begin in August 2009.
- Pay in full by August 1, 2009.
- Pay ½ annual tuition by August 1, 2009 and the remainder by January 4, 2010.

**FACTS Tuition Management Service Overview**

- There is an annual non-refundable \$41.00 administrative fee for enrollment in the *FACTS* program per family. This fee will be added to your tuition collected by *FACTS*—please do not make this payment to the school.
- Pay tuition in equal installments over 10 months through automatic deductions from the account of your choice.
- Enrollment in *FACTS* is mandatory for those not paying in full or in two equal payments.

**Enrollment/Re-Enrollment:**

- A \$25.00 application fee for new students must be submitted with the application. This fee is non-refundable.
- A \$200.00 registration/book fee is required for all new and returning students in kindergarten through eighth grades. There is a \$100.00 registration/book fee for students enrolled in prekindergarten. This fee is due and payable by June 15, 2009. This fee covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, limited art materials, physical education equipment used for physical education classes and recess, science lab fees, computer usage, and auction fee. **This fee does not cover field trips, before/after school care, athletic programs, some middle school electives, or other after school activities.**
- There will be a \$25.00 returned check fee for all checks made payable to St. Rose School that does not clear the bank.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE**

In the event of default of any of the conditions of the tuition contract or if payment is not current on your account, the school has the right to withhold your child/ren's transcript(s) and/or report cards at the trimester that the default has occurred until payment has been made and the account has been brought to current. Balances that are more than 30 days past due may be subject to interest charges at the discretion of the school. Any accounts that are in arrears at the end of the current school year may be sent to a "collection" agency and your child/ren may be denied further enrollment at St. Rose School. The execution of this contract is a condition of enrollment of your child/ren in St. Rose School for the 2009-2010 school year. Registration and book fees are non-refundable and non-transferable. Tuition for partial year attendance is based on a prorated formula for days enrolled in St. Rose School.

**TUITION ASSISTANCE**

The tuition assistance process begins in January with the availability of applications from the Fulcrum Foundation and School Appeal. In order to fulfill its mission of providing a Catholic Christian education to children regardless of socioeconomic status, St. Rose School will offer partial tuition assistance to those families in greatest need. These funds are raised through the efforts of many dedicated people at the school and in St. Rose Parish. It is the intent of both the donors and the School Appeal Committee that these monies are to help Catholic children and their families defray some of the costs of a Catholic education. Scholarship applications are available in the St. Rose School office. Applications for Fulcrum Foundation scholarships are available online in January.

Priority will be given to the children of those families who are active members of St. Rose Parish or St. Catherine Mission. If any funds remain, they will be distributed to Catholic children whose families are active members of other local parishes. Children who are not Catholic members of other parishes will not be eligible for tuition

assistance through St. Rose, but they may apply for partial scholarships through the Fulcrum Foundation. Further information is available in the St. Rose School office.

### **SCRIP**

Each St. Rose family is obligated to earn \$100.00 **profit** through the SCRIP Program. SCRIP may be purchased after the Masses at St. Rose Church. It is available during the week from 8:15-9:00 in the school office. You may also submit a prepaid order with your child and it will be filled and sent home that same day. You will be contacted if SCRIP is not available on the day you place your order.

Statements will be sent home during each trimester notifying you of your balance in earned profit. Please see the appendices located in the back of this handbook for order forms. They are also available in the office.

The accounting period for SCRIP will be from June 1<sup>st</sup> through May 31<sup>st</sup>. Families will be assessed for any amount less than \$100.00 earned for St. Rose School. This difference must be paid before the last day of the current school year.

### **AUCTION**

The St. Rose School Auction is the major fund-raising event sponsored by the Parents' Club. It is always an evening of fun and friendship. All families and friends of St. Rose School and Parish are invited and encouraged to attend.

Each St. Rose family is obligated to make a donation or procure an unused item or service valued at a minimum of \$75.00 for the auction. The auction committee offers 3 free share hours for those families who turn their procurement form in before the Thanksgiving break. The due date for final forms is the Monday before the scheduled Christmas break. In addition, each class will be contributing a project for the auction.

### **PARENT/GUARDIAN SERVICE REQUIREMENTS**

Parent/guardians are required to volunteer share hours as indicated below. A minimum of five share hours must be through time and talent shared with the school. The balance may be either through time and talent or by contribution at the rate of \$20.00 per hour.

**Share hours not completed by June will be billed at \$20.00 per hour.**

Two-parent family	30 share hours a year
Single-parent family	15 share hours a year
Pre-school only family	10 share hours a year

To learn the many ways that you can earn share hours, please contact the school office, your child's teacher, a Parents' Club officer, or the Principal.

### **ABSENCE**

Missing class time is not to be taken lightly. Even though homework can be made up, class instruction cannot. Washington State law states that students must not have excessive absences. Therefore, if a student is absent from St. Rose School for a total of 7 days in any trimester, he/she may not receive credit for current classes.

When a student is absent from school, a parent/guardian should call or email the office by 10:00 AM each day of the absence or a message may be left on the answering machine. The school's phone number is (360) 577-6760. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Rose students.

**Students should be fever-free for 24 hours before returning to school.** A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the teacher and/or principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call or email the school office before 10:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00PM -3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation unless the teacher agrees that it is in the best interest of the student.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence, including tardies, can be cause for a student to be retained in the current grade for another year.

#### **Absence During the School Day**

Students must not leave the school grounds during the school day without first checking in at the office to be signed out by a parent/guardian or an approved parental representative. If someone other than a parent/guardian is to pick your child up, please write a note to the office. Your child will not be released to anyone but you or a pre-designated person. They will be asked to show picture I.D.

Students needing medical appointments during school hours require a written note by the parent/guardian. Parents are required to sign out their child in the school office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 1/2 hours or more will be counted as absent for ½ a day.

#### **Tardies**

Prompt arrival at school is essential to a successful school day. If students are tardy, the school office should be notified of the reason and be given an approximate time of arrival. The student will need to check in at the school office upon arrival and sign in before going to their classroom. If students are tardy four or more times during a trimester, a conference may be held with the teacher and/or principal. Primary and elementary students will make up work missed because of tardiness at their recess time. Middle school students may be asked to remain after school.

#### **ABUSE**

If any educator has reasonable cause to believe that a student has suffered from child abuse or neglect, Washington State law requires the educator to report this to the Children's Protective Services within a forty-eight hour period.

#### **AIDS/HIV**

St. Rose School follows Archdiocesan Policy regarding AIDS (Acute Immune Deficiency Syndrome). Students and/or parents may obtain a copy of this policy from the Principal.

#### **ARRIVAL**

Students should not arrive at school before 8:00 AM as there is **NO TEACHER SUPERVISION** on the playground. If any student needs to be left before school begins, they are to be taken to Extended Care, located on the first floor of Father Mulligan Hall across from the school playground. Any student who wants teacher assistance before 8:00 AM, **must** make prior arrangements with the teacher.

#### **BIRTHDAY OBSERVANCES**

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school for the student's class after making prior

arrangements with the teacher. Student birthdays will also be recognized at assemblies and students celebrating birthdays each month are invited to the Principal's office for a birthday treat.

### **BULLYING AND CYBERBULLYING**

St. Rose School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a range of consequences including a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in St. Rose sports for a minimum of 2 games.

### **CICS BACKGROUND CHECK**

It is required that all employees or volunteers, who work unsupervised with children or handicapped individuals in our school, read and sign the employee/volunteer disclosure statement and request for criminal history information (child/adult abuse information act form QSP-CRD-430).

### **CONDUCT**

In accordance with the stated philosophy of the school, which emphasizes providing an atmosphere that allows students to reach their academic potential, encourages the development of social skills, and promotes lifelong learning while developing a commitment to the Catholic faith, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

**The Principal reserves the right to determine the appropriateness of an action if any doubt arises.**

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. In addition, the following are not to be worn on campus: any type of hat and/or "Heely" or "Wheely" shoes.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measure to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent/guardian on the last day of the school year.**

**Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning. It should be set in the "off" position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession.**

### **DISCIPLINE**

It is difficult to create a set of rules which apply to all situations. Therefore we have established a "Basic Rule" which states that any act that could result in damage, injury or disruption of the educational process will not be tolerated. This allows officials of St. Rose School the latitude to discourage or discontinue any activity which is deemed inappropriate or dangerous.

Definitions of potential problem areas that will result in an informal/formal conference, detention, suspension and/or expulsion may include, but are not limited to the following:

**Academic Dishonesty**-Cheating on tests, copying papers, etc.

**Alcohol**-The use, possession or sale of alcoholic substances before, during, or after school

**Defiance of School Personnel's Authority**-Refusal to comply with reasonable requests of school personnel

**Destruction or Defacement of Property**-Destroying or marking property belonging to the school, staff, or that of another person

**Disorderly Conduct**-Including profanity and obscene behavior

**Disrespect for Neighboring Property**- Entering without permission, trespassing or damaging properties neighboring the school

**Disruption of the Educational Process**-Any action, which in the judgment of a teacher or administrator, substantially disrupts the school or class environment

**Dress Code**-Clothing that disrupts or distracts from learning is forbidden. Consult dress codes in this document for the expected mode of dress for students at St. Rose School

**Drugs**-Use (including inhalation), possession, or sale of drugs, narcotics or other dangerous substances

**Extortion**-The solicitation of money or something of value from another person, in return for protection, or in connection with a threat to inflict harm

**Explosive Devices/Bomb Threats**-The use, possession or sale of explosive devices and/or making a false report of a bomb/explosive device on campus

**False Alarms**-Unauthorized setting of a fire alarm

**Fighting**-Engaging in or threatening physical contact for the purpose of inflicting harm on another person (includes bullying, shadow boxing and play fighting)

**Gambling**-Participating in games of chance for the purpose of exchanging money, including betting

**Gum**-Chewing gum is not permitted on Parish or school property

**Harassment**-Sexual, physical, verbal or visual harassment or intimidation because of sex, race, color, religion, handicap, or national origin

**Inappropriate Display of Physical Affection**-Open displays of affection

**Intimidation**-Threats or acts directed at others that cause them to be fearful of their personal well-being

**Plagiarism**-Representing materials from written materials or the Internet as their own work

**Physical Assault**-The physical attack of one person, or of a group of people

**Serious Wrong Doing**- Any action that is ethically, criminally, or morally wrong

**Tardiness**-Arriving to class late

**Theft**-Taking property that does not belong to you

**Tobacco**-The possession, use or sale of tobacco of any kind on school property or during school functions

**Transportation**-While on a field trip, misbehaving, rudeness, or not following reasonable instructions of an adult in charge

**Unauthorized Entry of School Facilities**-Entering school property illegally

**Unexcused Absence**-Any absence which has not been both excused by a parent/guardian and approved by the school official

**Verbal Abuse**-Statements which intimidate or harass another person

**Weapons**-The possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person

Because some problem areas also violate state law, school officials may need to notify the appropriate authorities. If this occurs, school officials will contact a parent/guardian.

During recess time, there are adults on the playground to supervise student activities. It is the responsibility of these adults to enforce established rules. The normal procedure of enforcement is for the supervisor to request appropriate behavior. If any inappropriate activity persists, children may be relieved of the playground privilege, or they may be involved in another disciplinary action.

### **Definition of Consequences for Inappropriate Behavior**

**Informal Talk:** A staff member may talk to a student and encourage more positive behavior.

**Conference:** A formal conference is held between the student, teacher and administrator. During this conference, the teacher, student, and administrator will discuss ways to assist the student to change behavior (parents may be included). This conference may be recorded in the student's file.

**Detention:** Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal

who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

**Suspension:** Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$95.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension. Any in-class instruction, activities, or labs will receive a failing grade.

**Expulsion:** Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Rose School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. **Students whose parents have violated the Parent/Students Handbook may also be excluded from St. Rose School.**

**Home Study:** If the student is accused of a serious offense, he/she may be placed on home study until the problem is resolved.

### **Guidelines for Discipline**

Failure to observe school and classroom regulations will result in consequences. Depending on the seriousness of the infraction and the judgment of the school personnel, the following procedures will be followed:

**First Occurrence:** Warning; at times further action is warranted  
**Further Occurrence:** Time out and/or detention, conference, documentation, Parent/Guardian and Principal notified, improvement plan developed, or suspension depending on the code of conduct that was not observed.

If a student willfully does not respond to ordinary forms of discipline and demonstrates chronic misbehavior or breaks a law, it may be necessary to:

1. Initiate an emergency suspension
2. Expel the student from St. Rose School
3. Call law enforcement

### **Due Process**

In taking disciplinary action, school officials will consider the students' safety and their individual and collective rights and will afford audience of their rights to fair consideration. When an alleged offense occurs, the following action is appropriate:

1. The student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence to the teacher/principal.
2. If disciplinary action is to follow, the student will be informed of the immediate action, reasons for its administration and subsequent procedures to be followed.
3. When a student is suspended or when stronger disciplinary action is contemplated, the student's parent/guardian will be notified as soon as possible. A conference is normally sufficient to determine a suitable course of action. A student may exercise the right to an appeal coordinated through the Principal's office.

### **Appeal Process**

When a student and/or his/her family utilize the appeal process, the procedure is as follows:

1. The appeal request must be made within five working days of disciplinary notification. The appeal request must be submitted in writing and must be delivered to the office of the Principal.
2. An appeal by the family may be made to the Pastor if they are not satisfied with the ruling of the administration. The decision of the Pastor will be final.

### **DISMISSAL PROCEDURES**

The following system applies for both morning and afternoon. The one entrance for drive through morning drop-off and afternoon pickup is located on 26<sup>th</sup> Avenue. Cars will enter and take the choice of continuing towards 25<sup>th</sup>

Avenue, dropping their child/ren, and exiting onto 25<sup>th</sup> Avenue or the alley. Others may wish to enter from 26<sup>th</sup> to turn left, dropping students then exiting back onto 26<sup>th</sup> Avenue.

Students are escorted to the dismissal area by a teacher. The faculty and staff will make a concerted effort to have children in their safety zones for immediate pick-up. Parents are asked to remain in their cars and to proceed through the regular carpool pattern. If your child is not readily available at dismissal, return to the drive-through line again. We ask that you not sit in line waiting since this tends to impede the flow of traffic. If you park either on the street or at the Parish Center and walk to the safety zone or to the school building, we encourage you to cross at the crosswalk. Students are to remain in their designated lines until their car, carpool, or parent arrives and picks them up.

Parents are asked to pay close attention during the dismissal process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Homeroom teachers should be advised in writing if a child is to go home in a different car, carpool, or by a different means on a given day.

Any students not picked up by 15 minutes after scheduled dismissal will be escorted to Extended Care and not allowed back in the building.

### **DRESS REQUIREMENTS**

St. Rose students in grades kindergarten through eighth grade are required to wear uniforms. Please see the Lands' End and Dennis Uniform catalogs. The dress code policy is in the Appendices in the back of the handbook. We also have forms available at the office showing the different uniforms required for regular dress and level 1 dress. Leather dress shoes are optional for level 1 dress.

### **Dress Requirements for Physical Education**

St. Rose students are required to take part in the established PE program. A student will be allowed three successive days of absences with an explanatory note from the parent/guardian. A release from the student's doctor will be required for missing more than three days of physical education as a result of an extended injury.

After failing to dress down twice per trimester, the student will be sent to detention and their parent/guardian notified that the student's grade has dropped a letter grade. Three times without dress down in PE class will constitute a conference with the Principal, parent/guardian, student and teacher to complete a plan of action.

- Students in all grades are asked to wear athletic shoes with non-marking soles.
- Students in Kindergarten and first may use Velcro-closed shoes.
- No lycra or spandex clothing is acceptable.
- Students in grades 4 and 5 are asked to change into P.E. shirts before P.E. class and back into uniform shirts directly after P.E. T-shirts worn for P.E. must be loose fitting with no offensive sayings or pictures.
- Students in grades 6-8 are asked to change into weather-appropriate attire for their P.E. class, as well as a different shirt, athletic shorts or sweats which have neither zippers nor snaps.
- Hair should be secured so it does not interfere with the educational and safety goals of the class.
- All jewelry must not interfere with the safety and educational goals of the class.
- Unfortunately, we cannot provide shower facilities, but students are asked to bring a wash cloth, deodorant and a towel in order to help freshen themselves before returning to class.

### **DRUGS AND ALCOHOL**

Students who possess illegal drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **EMERGENCY DRILLS**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;

2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand facing away from the building;
5. Return to building when the safe signal is given;
6. Above all, students must follow the direction of the adult in charge.

Earthquake and other necessary emergency drills are held periodically, usually at the beginning of each trimester.

### **EXTENDED CARE**

A special service known as St. Rose Extended Care is open to all St. Rose School students from Pre-3 through 8<sup>th</sup> grade.

**Hours:** 6:30 AM -8:05 AM  
 3:00 PM -6:00 PM (Mon., Tues., Thurs. & Fri.)  
 2:00 PM -6:00 PM (Wednesday)

This service is available for early dismissal days, including conference week. No afternoon extended care is provided on noon dismissals before holidays.

Students arriving before school may bring a breakfast. Students arriving early on a regular basis may bring a box of cereal that will be available for them in the morning. Milk and toast will be provided for those arriving before 7:15. A light afternoon snack will be given to each student who remains after school in extended care. This snack is usually served at 4:15.

**Rate:** \$3.00 per hour, per child. Extended care charges are billed twice a month. Late charges will be applied after 6:00 PM at the rate of \$1.00 per minute.

**Location:** Father Mulligan Hall/26<sup>th</sup> Street entrance, main floor. Children using Extended Care in the morning are escorted to school. Children using Extended Care in the afternoons are met at school.

**Phone Number:** (360) 423-9062

### **FAMILY EDUCATIONAL RIGHTS (FERA)**

FERA defines “directory information” as the portion of the educational record that would not generally be considered harmful or an invasion of privacy if disclosed. Generally, this includes a student’s name and school activities, family members’ names, addresses (including email), telephone numbers, pictures, video tapes, GPAs, degrees and awards received and yearbook biographical information. The school officials can distribute the information to anyone who requests it inside and outside the school (i.e. newspapers, room parents, etc.).

### **FIELD TRIPS**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may copy the form provided. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.

7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. Students who arrive at school without a permission slip will be sent home.
9. All monies collected for the field trip are **non-refundable**.
10. **Student cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or Principal.
11. Parent chaperones are not permitted to make unauthorized stops when driving students on authorized field trips.
12. Teachers or staff reserve the right to deny students the privilege of participating in an out-of-building activity if they fail to meet academic or behavioral requirements.

St. Rose School follows the Washington State regulations in reference to car seats for children. **No siblings of students are permitted on school-sponsored field trips.**

St. Rose School follows the Archdiocesan Policy which states that “the following requirements must be met for all field trip and other school sponsored events involving vehicles that are privately owned and driven”:

1. The driver must be at least 21 years old.
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions.
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese’s insurance company. Drivers must complete the Driver Field Trip form and submit to the office 5 days prior to the scheduled field trip.
4. Students must wear seat belts at all times.
5. Children over 40 pounds must use an approved booster seat to make the lap and shoulder belt sit properly until the child is 4’9”.
6. When air bags are present in the front passenger seat, children under one hundred pounds and/or under the age of 13 must be seated in the back seats.

### **FREE DRESS GUIDELINES**

Occasionally students will be given a “free dress” day. Clothing worn on “free dress” must be clean, in good taste and without holes. Unless specified otherwise, student may wear the following on a “free dress” day:

- Jeans
- Shorts no shorter than 4 inches above the knee
- Skirts no shorter than 4 inches above the knee
- Skorts
- Sweatshirts
- Jogging suits
- Dresses
- Slacks

### **Students may not wear:**

- Sandals/flip flops, high-top shoes or boots
- Heels higher than 1 inch
- Tank tops
- Shirts with inappropriate writing or pictures
- Tennis shoes that convert to roller skates
- Biker shorts
- Pajama pants
- Low cut blouses/tops
- Clothing that is extremely tight
- Low-riding pants/slacks
- Hats

**Good Rule: If you think you shouldn’t wear it, you shouldn’t! Socks must always be worn to school.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**

**GANG ACTIVITY OR AFFILIATION**

Gangs are groups which identify themselves in some manner, generally with signs, symbols and dress and engage in criminal activity.

Students are not allowed to display the following behaviors:

1. Wearing, carrying, or displaying gang paraphernalia
  2. Exhibiting behavior or gestures which symbolize gang membership
  3. Engaging in activities which intimidate
  4. Engaging in activities that affect attendance or the school routine of another student.
- Affiliation with a gang, gang activities or membership which affects the school environment is considered exceptional misconduct and may result in severe disciplinary action.

Affiliation with a gang, gang activities or membership which affects the school environment is considered exceptional misconduct and may result in severe disciplinary action.

**GIFTS**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines distributed at classroom parties must include a Valentine for each student in the class.

**GRADING POLICY**

**Grades 1-3:**

Subject Grades	Sub-subject grades
O Outstanding	
G Good	+ Above requirements
S Satisfactory	√ Requirement
I Improving	- Below requirement
H Having difficulty	

**Grades 4-8:**

100-98 A+	82-80 B-	69-67 D+
97-93 A	79-77 C+	66-63 D
92-90 A-	76-73 C	62-55 D-
89-87 B+	72-70 C-	Below 55 Failing
86-83 B		

**Honor Roll**

4.0 -3.70	First Honors
3.30 -3.69	Second Honors
3.29 -3.00	Third Honors

**D or F grades will not be eligible for Honor Roll.  
All grades 59 percent and below are failing grades.**

**GRADUATION**

In order to graduate from St. Rose School, students must satisfy the following criteria:

1. St. Rose Graduation Outcomes are defined in the front of this document
2. Report cards, diplomas and records will be withheld by the school until tuition and all outstanding fees are paid in full.

**Valedictorian**

The student selected as 8<sup>th</sup> grade valedictorian at graduation must meet the following criteria:

1. She/he has the highest cumulative GPAs in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.
2. She/he attended St Rose for a minimum of six of the nine trimesters of middle school prior to graduation.
3. No Ds or Fs on his/her report card for the last six trimesters.

### **HANDBOOK AMENDMENTS**

The Pastor and Principal retain the right to amend the handbook on an annual basis for just cause.

Parents/Guardians will be given prompt notification through the weekly newsletter if changes occur during the school year.

### **HARASSMENT**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **HEALTH CARE**

During the fall, the height, weight, hearing and vision of each student will be checked and noted on the student health card. If anything out of the normal range is noted, a notice will be sent home.

Students who are not well enough to go outside for recess or function in the classroom should remain at home. Any child who has a temperature of 100 degrees or more will be sent home. Students should stay at home for 24 hours after a fever has broken. A doctor's written note requesting indoor recovery will be honored.

In compliance with Washington State law, every child in school must have up-to-date documentation of their immunization records before the child can attend classes.

Whenever a child has been diagnosed with an infectious disease/communicable condition, such as head lice, chicken pox, etc., the school office must be contacted immediately.

Every student attending St. Rose School is required to participate in routine head lice checks periodically. These are conducted by trained volunteers and school staff. When head lice are found, parents are notified and the student involved is quietly removed from school. The student may return once he/she is deemed lice and lice egg free. The student must be checked in at the office upon returning. A school staff member will check the student's hair upon return to school.

Students needing occasional medication, both prescription and over-the-counter, are to take those medications at home if possible. Medication to be given at school must have a completed and signed *Parental and Physician Consent Medication Instruction Form*, which is on file in the school office, before medication can be given. Medications not claimed at the end of the year will be disposed of immediately.

The office staff provides first aid for minor injuries during school hours. In the case of a head injury, parents may be called. However, if a situation arises that the staff classifies as an emergency, your child's personal physician (as specified on the emergency card filed with the office) will be contacted or 911 will be called. The responding emergency personnel will determine if the student needs transport to St. John Peace Health Hospital. Parents will be notified immediately of the emergency personnel's professional evaluation. If parents or their listed emergency contact cannot be reached for direction, the child will be transported for emergency care. The economic responsibility remains with the parents/guardians at all times.

### **HOME-SCHOOL COMMUNICATION**

The St. Rose School web site is located at [www.strose-school.org](http://www.strose-school.org). You are asked to check the web site daily for news, updates, forms, calendars, and other valuable information.

In addition, a "Message from the Principal" will be posted on the St. Rose School website every Wednesday located under "newsletter". Your child's classroom teacher will also be posting classroom information and letters on the website.

### **HOMEWORK**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. These may include reading books and newspapers, studying for tests, viewing special television programs, gathering material for projects, interviewing, preparing and practicing for oral reports, and other activities.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday evening. No tests or quizzes will be given on Mondays. No projects will be due on Monday. However, students in middle-school math may expect weekend homework. Students may also choose to finish projects and/or long-range assignments on the weekend. Make-up work should also be completed on the weekend.

### **HOMEWORK POLICY DUE TO ILLNESS**

When a student is absent for three or more days, a parent may call the school office before 10:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00-3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### **LIBRARY**

The school has a well-equipped automated library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of five cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or trimester report cards until their account is cleared.

All St. Rose library books are selected by the librarian, and/or a committee of parents and teachers. The following criteria are used when selecting books:

1. Recommendation from a Longview district-wide librarian review group
2. Books that have received awards in children's literature
3. Student or teacher request

### **LOST AND FOUND**

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found area. For easy identification, it is important that all belongings be marked with the student's name and grade. Items placed in the Lost and Found area remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **LUNCH PROGRAM**

Students may bring their own lunch or purchase lunch. Pre 3 through 5<sup>th</sup> grade students may order a hot lunch plus milk provided by the Longview Central Kitchen. The cost per lunch is \$2.50. Middle school students receive larger lunches consisting of their choice of a salad or the sandwich of the day and milk. The cost is \$2.75 per lunch.

Middle school students may also purchase an elementary lunch for \$2.50.

White and chocolate milk for all grades is \$0.40. Hot lunch and milk tickets for all grades are sold at the school office. A monthly menu is available on the website at the beginning of each month. We strongly encourage families to purchase tickets in bulk to reduce morning office congestion and administrative costs.

We ask that families please keep track of how many hot lunches they purchase and how many were used by their child. As an additional reminder, the school will stamp the back of a student's hand when the student has used all of their tickets. Lunch tickets cannot be carried from one school year to the next.

Application forms for the National School Lunch Program are available at the school office.

### **MEDICATION**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the office in the container received from the pharmacy. A medical release form is available at the school office or on the school website and must have the following information:

1. Child's name
2. Name of doctor prescribing the child's medication
3. Frequency
4. Dose
5. Date

All non-prescription medication (cough drops, cold medicine, lip balm, etc.) should be taken to the office with the following information:

1. Child's name
2. Frequency
3. Dose
4. Date

### **NON-CUSTODIAL PARENTS**

St. Rose School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **OFF-CAMPUS CONDUCT**

The administration of St. Rose School reserves the right to discipline its students for off-campus conduct that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

### **OFF LIMIT AREAS FOR STUDENTS**

The following areas are "off limits" to all students, except by permission of a teacher or school official:

1. All church porches, especially the sacristy entrance
2. On or under the stage area
3. Flower areas around buildings
4. Classrooms, if an adult is not in attendance
5. Behind or in a teacher's desk or files, or the teacher's computer
6. In the breezeway between the church and rectory
7. Staff room, school office, copy room, kitchen
8. Church
9. Off the school campus, during the school day

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **ONLINE SOCIAL NETWORKS**

Engagement in online social networks such as, but not limited to, MySpace.com, Twitter, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's posting includes defamatory comments regarding the school, the faculty, other students, or the parish.

### **PARENTS AS PARTNERS**

As partners in the educational process and the primary educators of your child, St. Rose School asks the parents:

1. To set rules, times, and limits so that your child:
  - o Gets to bed early on school nights;
  - o Arrives at school on time and is picked up on time at the end of the day;
  - o Is dressed according to the school dress code;
  - o Completes assignments on time;
  - o Has lunch money or a nutritional sack lunch every day.
2. To actively participate in school activities such as Parent/Teacher Conferences and activities sponsored by the Parent Club
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
4. To notify the school with a written note when the student has been absent or tardy
5. To notify the school office of any changes of address or important phone numbers
6. To meet all financial obligations to the school
7. To inform the school of any special situation regarding the student's well-being, safety, and health
8. To complete and return to school any requested information promptly
9. To read school notes and newsletters and to show interest in the student's total education
10. To support the religious and educational goals of the school
11. To treat teachers with respect and courtesy in discussing student concerns
12. To know and uphold the rules and policies of St. Rose School
13. To foster in your children a Christ-like concern for all classmates and their reputation
14. To support the authority of school personnel and avoid discussing other personnel and school policy negatively
15. To help develop in your children the Christian attitude of respect for their own belongings and the property of others.

St. Rose relies heavily on parental support to reach its goals. It is a parental responsibility to encourage in a child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Christian.

### **PARENTS' CLUB**

The Parents' Club is composed of all parents of St. Rose School students. The organization explores issues related to students' education, provides auxiliary and volunteer services to the school, coordinates major fundraisers for the school, facilitates communication between faculty and parents, encourages interest in the school and promotes the school in the community. Officers for the following school year are usually elected in the spring. Bylaws for this organization are available in the school office or from one of the officers of the Parents' Club.

President	Colleen Doran	Treasurer	Annette Gushman
Vice-President	Lacey Munger	Hospitality	Tami Ramirez
Secretary	Suzanne Plampin	Volunteer Coordinator	Vita Taormina-Hennessey

### **PARENT/TEACHER CONFERENCES**

Formal conferences will be scheduled by the teachers at the end of the first trimester for all students. All parents are strongly encouraged to attend these conferences since this is the most effective way we can offer you quality one-on-one assistance. Students are asked to attend these conferences with their parent/guardian, to share their progress with their parents. Conferences for the second and third trimesters can be scheduled at either the teacher's or parent's request. Throughout the year, an occasional visit with the teacher is encouraged. Parents should take the initiative in requesting a meeting with their child's teacher if they have questions or concerns. Teachers are available by appointment. Please call the office (360) 577-6760 to make an appointment or leave a voice mail for the secretary. Teachers are usually available from 7:45-8:05 AM and 3:10-3:30 PM every week day.

### **PARTIES**

Students are permitted class parties for special celebrations. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings unless the teacher requests differently.

### **PROMOTION POLICY AND RETENTION POLICY**

Advancement to the next grade in St. Rose School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The teacher and Principal may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. If a student is promoted over the advice of the professional staff, parents/guardians will be required to sign a statement that they realize that the transfer is against the professional advice of the staff.

Students may also be transferred to the next grade. A student who is transferred to another grade forfeits the option of returning to St. Rose School.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued three times during the school year. Please consult the yearly school calendar for exact dates.

**Progress reports** will be given mid-way between each grading period.

No student will be given a progress report or report card if tuition, library fines, or After School Care accounts are in arrears.

### **RESOLUTION OF PARENTAL CONCERNS**

Parents of school age children delegate a share of their authority to teachers. It is imperative that there is a genuine unity of purpose and practice between parents and teachers. For this reason, parents/guardians are urged to bring proper focus to any concerns regarding school-oriented incidents by doing the following:

**LISTEN**...to what your child has to say, but remember it is only one side to the story.

**DISCUSS**...the situation honestly and calmly with the teacher and the child together whenever possible.

Remember, before or during class time is not the time to conference with the teacher.

**CONFER**...with the Principal when the situation involves more extensive decision-making or problem-solving than can be done on the parent/teacher level.

A parent/guardian who has a concern with a teacher or classroom procedure will do the following:

1. Discuss their concern with the teacher/staff member. **If the concern is not satisfactorily resolved:**
2. Notify the Principal within five working days after discussion with teacher/staff member to schedule a conference involving parent/guardian, teacher/staff member and Principal. **If the concern is not satisfactorily resolved:**
3. Reduce the concern to writing and present it to the Principal within five working days of the informal conference. The Principal will, within ten working days from the date the communication is received from the parent/guardian, provide a written reply. **If the concern is not satisfactorily resolved:**
4. Petition the Pastor for a review of the concern. Provide a copy of the written concern and the reply to the Pastor's office. The Pastor's decision to deny reviews will be final.
5. Any failure of the parent/guardian to follow any of the time limits in this policy terminates an opportunity for further review.

### **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Rose School. Students receive two sacraments, Reconciliation and Eucharist, in second grade. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. **Please check with the Religious Education Office at the Parish Center for details of Reconciliation and Eucharist classes.**

### **SCHOOL CLOSURE**

When inclement weather, earthquakes or some other emergency make it necessary to close school or to open at a later hour than usual, notification will be by the local radio and television stations.

St. Rose School follows the Longview Middle School District closing schedule. Delayed starts are generally 2 hour delays. Any deviation from the Longview School District will be announced on local **radio stations**:

KBAM 1270 AM	423-1210
KEDO & KLYK 105.1 FM	425-1500
KLOF 1490 AM	5778288
KUKN 105.5 FM	636-0110

**Television Channels:** KATU 2, KOIN 6, KGW 8, and FOX 12.

**Remember:** There is no need to call the school office or the Parish Center Offices. If St. Rose School is not specifically mentioned on the radio, we will follow the Longview School District attendance schedule.

### **SCHOOL HOURS**

Grades Pre-K through 8: 8:15- 3:00 PM on Monday, Tuesday, Thursday, and Friday.

Grades Pre-K through 8: 8:15- 2:00 PM on Wednesday.

The school doors are opened for students at 8:05 AM. Students arriving before 8:00 AM must report to St. Rose School Extended Care. Students who are receiving special tutoring and those families with scheduled appointments may enter St. Rose School at 7:45 AM with permission from the Principal and/or teacher.

**Students not in their classroom by 8:15 AM are considered tardy.**

Parents are encouraged to let classes begin on time without distraction. Parents who remain in the classroom or building after 8:15 must have a visitor's pass, available in the office.

At St. Rose School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) in first grade through grade 8 to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

Please check the school calendar and website for early dismissal dates.

St. Rose School offers an Extended Care Program. Students who are enrolled in St. Rose School may use this program. Care/Supervision is available from 6:30 AM in the mornings and from school dismissal until 6:00 PM. A fee of \$3.00 per hour is charged for this program.

A fee of \$1.00 per minute is charged for students remaining in Extended Care after 6:00 PM. Students who are not picked up by 6:00 PM will receive:

1. A phone call reminding you to pick up your students on time
2. A registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Students who remain after 6:00 PM may be sent home via the Longview Police Department
4. Repeated failure to pick up your child from Extended Care on time will result in your child not being allowed to attend the Extended Care program.

Students not picked up by the end of dismissal (approximately 15 minutes after scheduled dismissal) will be sent immediately to the Extended Care. Parents are charged the hourly per child rate of \$3.00 for using this program.

### **SCHOOL OFFICE HOURS**

The school office is open on from 8:05 AM to ½ hour after scheduled dismissal each day.

### **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks or library books is permitted. The student will pay a fine or replacement fee for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **SCHOOL SAFETY**

St. Rose School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online social networks such as, but not limited to MySpace, Xanga, Friendster, Facebook, Twitter, etc. may result in disciplinary actions if the content of the student's communication includes defamatory comments regarding the school, the faculty, other students or the parish.

### **SERVICE PROJECTS**

Students in Kindergarten through Grade 8 are required to complete service projects. Students in grades Kindergarten through Grade 5 may elect to do a group classroom project. Students in middle school are required to complete individual service projects. Classrooms may also elect to complete a group project.

The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. All grades have been assigned a specific area of stewardship emphasis. Grades K through 2 will be organizing events directed towards helping other children. Projects in grades 3 through 5 will emphasize the sick and elderly of our community, and the 6<sup>th</sup> through 8<sup>th</sup> grades will participate in projects directed toward the hungry, community, and homeless.

### **SPECIAL EDUCATION**

Students may receive certain special instructional services through the public schools if they qualify for services. If parents desire special education testing for a St. Rose student, they should contact the Principal and/or teacher.

### **SPORTS**

St. Rose offers a sports program for grades 6-8 in girls; volleyball, basketball and boys' basketball. Students wanting to try out for a sport not offered at St. Rose may do so at the school within the attendance area in which they reside.

Students who play sports are expected to maintain at least a 2.0 grade point average, with no failing grades in any course. A conference with the teacher, coach, and student will be held if a student has a failing grade in any subject. The student will be ineligible to practice or play until that grade is brought up to a "C" average.

### **STUDENT DIRECTORY**

Within the first month of the school year, a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses will be available.

The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be used or sold for other purposes.

### **STUDENT GOVERNMENT**

Training and experience in leadership is provided those students in grades 2-8 elected to serve as school Student Council members. Elections are held in the third trimester of each school year and the new members are initiated into their respective offices in September of the following school year.

A copy of the Student Council by-laws, explaining the offices and duties of its members can be obtained from the school office.

### **STUDENT RECORDS**

St. Rose School adheres to the Buckley Amendment regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Rose School office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools for students whose financial commitment is in arrears.**

### **STUDENT RESPONSIBILITIES**

It is the student's responsibility to participate in the educational program of the school, and in no way deprive other students of their right to learn. The student is to help maintain an orderly learning environment throughout the school.

#### **All students at St. Rose School are expected to:**

1. Actively pursue their course of studies.
2. Attend school daily, be prepared and punctual to all classes.
3. Be aware of all rules governing student behavior, and conduct themselves accordingly.
4. Express their opinion and ideas in a respectful manner.
5. Dress in a manner which is not disruptive to the educational process or threatens the health and safety of themselves or others.
6. Conduct themselves in a manner which will not disrupt their education or disrupt or deprive others of their education.
7. Respect the rights of others and exercise the highest degree of self-discipline in observing and adhering to the established rules and regulations of St. Rose School.
8. Identify themselves, upon request, to any school personnel or authority figure in the school building, on school grounds, on field trips, or at school functions.
9. Comply with reasonable requests of staff or volunteer staff in the performance of their duties.
10. Use appropriate, respectful behavior on or off the St. Rose School campus.

### **TELEPHONE**

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession.

### **TESTING**

The Iowa Test of Basic Skills is given in Grades 3, 5, 6, and 8. The WASL is given to students in grades 4 and 7. Grades 5 and 8 also take the WASL science test. The DIBELS test is given to students in k-3 three times per year to test for reading skills and development. Individual student results are shared with their parents/guardians. Group results may be shared with the entire parent community.

Middle School students (Grades 6-8) will be given a maximum of three quizzes or tests per day.

**TRANSFER OF STUDENTS**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all accounts have been settled.

**UNIFORMS AND DRESS CODE**

A complete list of uniform requirements can be found in the office and on the St. Rose School website.

**VISITORS**

Parents are welcomed and encouraged to visit their child's classroom. Please make prior arrangements at least one day in advance with the classroom teacher for visits. For security reasons, school officials ask that all visitors enter and exit the school through the front door on 26<sup>th</sup> Avenue during the school hours. Visitors must check in at the office and will be given a visitor's badge to wear.