

PART ONE: GENERAL INFORMATION

Welcome to St. Rose School! Choosing to send your child to St. Rose shows your commitment to the values and philosophy of Catholic Education. The Family Handbook reflects the policies of St. Rose School for the 2023-2024 school year.

This handbook is available online and there are hard copies available in the school's main office.

Mission Statements:

Archdiocese of Seattle

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the church.

Office for Catholic Schools

In the spirit of communion, solidarity and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

St. Rose Church

See like Jesus. Think like Jesus. Live like Jesus.

St. Rose School

St. Rose School provides students and families a Christ-centered environment promoting faith development, academic excellence and a commitment to service.

St. Rose School Philosophy

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

- 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 and that have a strong bearing on the direction and progress of a child's education.
- 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 partners with home and school to prepare children for the reception of the sacraments of Reconciliation and Eucharist.

- 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 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 lifelong learning.

Accreditation:

St. Rose School is accredited by the Western Catholic Educational Association (WCEA) and approved by the Washington State Board of Education. St. Rose School received a six year accreditation by the WCEA in December of 2022.

School History

St. Rose School has been serving St. Rose Parish and surrounding parishes and communities for more than 70 years.

In 1927 the establishment of St. Rose Parish was decreed by the Most Rev. Edward J, O'Dea, Bishop of Seattle, who attached to the new parish the missions at Kalama, Woodland, Castle Rock and Cathlamet. Priests who served St. Rose as pastor between its establishment as a parish in 1927 and its becoming a diocesan church in 1941 included: the Rev. Leonard Bose, its first pastor {1927-1930}; the Rev. Luke Powleson {1930-1934}; the Rev. Victor Bucher (1934-1937); the Rev. Clarence Manns (1937-1940); and the Rev. Humilis Wise (1940-1941).

In 1941, St. Rose became a diocesan parish when the Most Rev. Gerald Shaughnessy, Bishop of Seattle appointed the Rev. Patrick Mulligan as pastor. In 1946, Fr. Mulligan and parishioners addressed the need for a parochial school. He asked for and received permission to build a 10-room school with a gymnasium and library. Four lots adjoining the parish property were acquired to provide playground and parking space. In 1948, the parish acquired more property and a temporary residence for the teaching staff of the school. On October 17, 1949, ground was broken for the new school; the school was completed in the summer of 1950.

Sisters of St. Joseph of Newark arrived to operate the school, which opened on September 5, 1950, with an enrollment of 260 students, from kindergarten to sixth grade inclusive. The staff consisted of six Sisters and one lay teacher. The Sisters were: Sister M. Victor, Principal, Sister M. Baptist, Sister Clara Mary, Sister Claver, Sister M. Aloysius and Sister M. Josepha. Dedication and blessing of the new school (and convent, which was completed in November) by the Most Rev. Thomas A. Connolly, Bishop of Seattle, took place on December 3, 1950.

The seventh grade was added the following year and the eighth grade the year after that. On May 29, 1953, St. Rose graduated its first eighth grade class of 40 students. The Rev. Patrick Mulligan, pastor of St. Rose, spoke to the class and presented the diplomas. Sister Cecilia Marie Gri was principal.

Enrollment at St. Rose School has varied over the years, reaching, at one point, as many as 400, and dropping to a low of 118, causing some to be concerned about the school's future. However, St. Rose Parish and its parishioners overwhelmingly supported keeping the school open. Parents of students worked tirelessly to make it a reality and although circumstances necessitated that some of the upper grades be dropped in the 1970's, in 1994 a fund-raising

campaign resulted in the decision to add grades 6, 7, and 8 back to the school. It now serves students from preschool age three through eighth grade.

Enrollment gains and the need for modern computer and science facilities spurred the school to build a new wing in 2007. The new wing houses fully equipped science and computer labs, a spacious art room, three Middle School classrooms and a library, as well as administrative offices

St. Rose School continues its mission to serve parents, students and families who want their children to have a faith based education with academic excellence. In addition to core curriculum areas, students have additional opportunities for growth through band, choir, Destination Imagination, the annual Middle School musical, girls and boys sports, and community service projects.

Statement of Non-Discrimination

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.

Student Learning Expectations

A Student of St. Rose School will be: A Christ centered learner who...

- Is Christ-like in word, actions and relationships
- Knows and practices Catholic teachings and traditions
- Demonstrates a relationship with God through participation in Mass, prayer, and fellowship
- Demonstrates respect for others and cultural diversity
- Demonstrates stewardship for all God's creation

A lifelong learner who...

- Uses various resources, skills, and strategies to increase knowledge and understanding of academic subjects
- Demonstrates critical thinking skills
- Communicates effectively through writing, speaking and listening
- Is able to skillfully use technology to increase knowledge and productivity
- Sets, monitors and evaluates personal goals
- Develops habits that promote health of mind, body and soul

A responsible citizen who...

- Serves the needs of the community and the world
- Takes responsibility for his/her own choices and actions
- Works for social justice
- Works independently as well as cooperatively
- Expresses feelings and opinions in a respectful manner

Community Covenant

St. Rose School community strives to be a covenant community. The teachers and staff at St. Rose Catholic School are committed to working in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and challenging times, we have a commitment to each other to walk a journey of faith, trust and respect for all members of our school and parish community.

Teacher Covenant

Each teacher at St. Rose School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Rose Catholic School agree to:

- Be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- Be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- Provide appropriate and challenging academic instruction;
- Embrace the diversity of their students and build bridges between all cultures;
- Set clear standards for behavior and be fair and consistent in discipline.

Parent Covenant

As the primary educators of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Rose Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge the impact of their own conduct and the example they set for their child. St. Rose parents commit to:

- Promoting respectful behavior in their child
- Showing respect for the school personnel, volunteers and visitors
- Practicing confidentiality and using appropriate communication to solve differences peacefully
- Following the policies and procedures of the St. Rose Catholic School Family Handbook.
- Accepting and embracing the diversity at St. Rose Catholic School.
- Respecting the privacy of the faculty, staff, students, and their families

PART TWO: ACADEMIC POLICIES

St. Rose Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Rose meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Rose curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. St. Rose School is fully accredited through the Western Catholic Educational Association (WCEA). A copy of the accreditation study and report is available in the school office.

Academic Integrity

It is expected that all students will maintain a high degree of academic integrity in the performance of their schoolwork. Academic dishonesty is defined, but not limited to:

- Cheating
- Plagiarism
- Copying or doing another person's work
- Using Chat GPT to produce essays or responses

A student who violates this policy is subject to appropriate disciplinary action. In the event that academic integrity is questioned, parents will be notified and it will be up to the St. Rose staff and administration to determine appropriate disciplinary action (i.e. failing assignment, loss of points, retaking/redoing assignment, etc.)

Curriculum

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas.

The instructional program at St. Rose Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence, questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion Instruction

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Rose School emphasizes daily prayer, regular All School Masses on Thursday mornings, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

- Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
- Non-Catholic students shall be required to be present for Mass and other religious services during the school day. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire.
- Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

Elements of our Religion Curriculum

- Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).
- Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.
- Community Service - Each student and class takes part in Christian service activities throughout the year. Our Middle School students are asked to plan and execute a service project that relates to their interests and the needs of the greater community.
- Mass - Students in grades pre-4 to eighth grade will go to all school weekly mass every Thursday and on Holy days of Obligation.
- Students are exposed to many different types of prayer throughout the school year. Students are expected to actively and reverently participate in Stations of the Cross, the Living Rosary, Advent prayer services, daily prayer, Adoration, and Novenas.

Other Academic Subjects

English Language Arts - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics - The math curriculum (Envision 2.0) is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in accelerated math classes if appropriate. The math program also emphasizes basic math facts and hands-on activities, and group games.

Social Studies/History - A variety of topics are incorporated into our social studies curriculum. Some of those topics include communities, geography, map skills, United States history, world history and Washington State history. Students who successfully pass Washington State History in seventh grade have it waived in high school.

Science- Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into

the curriculum. Additional enrichment activities in the science field include Destination Imagination after school program and Middle School electives.

Music- students in grades pre3-8th receive music instruction weekly. Curriculum is focused on age appropriate instruments as well as reading music, singing, dancing and identifying instruments. Students in grades 5th-8th have the opportunity to participate in band. Middle school students perform a Spring musical each May.

PE-Physical education is aligned with the Washington State standards. Students work on health, coordination, movement, and physical activities. Positive active participation and developing lifestyle skills in physical education is at the heart of our physical education curriculum.

Library-Students in grades pre3-8th visit the school library once per week and students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment.

Art Appreciation- Students in grades Kindergarten-8th grade attend a monthly Art Appreciation class where they learn about the various elements, principles, history, and cultural context in which art was created in order to build a better understanding and appreciation of visual arts.

Assessment

St. Rose Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill.

Students are also assessed through formal assessment. This includes portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in grades 1 through 8 take the Measures of Academic Progress (MAP) standardized tests in the fall, winter and spring. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help guide instruction and curriculum.

Grading

The performance scale for all grades, K-5, is as follows:

4 – Exceeding Expectations: Student consistently exceed grade-level expectations in performance. Student shows initiative, challenges himself/herself beyond expected outcomes, and demonstrates exceptional level of understanding.

3 – Meeting Expectations: Student meets grade-level expectations. Student shows proficient understanding and demonstrates appropriate skills.

2 – Approaching Expectations: Student has basic understanding and partially meets grade-level expectations. A student receiving a two is beginning to show understanding of concepts and developing skills.

1 – Below Expectations: Student has minimal understanding and does not meet grade level expectations. A student receiving a one is not sufficiently grasping the necessary concepts and skills.

Grade Point Percentages for Grades 6-8 are as follows:

100-97= A+ 79.9-77=C+

96.9-93=A 76.9-74=C

92.9-90=A- 73.9-70= C-

89.9-87=B+ 69.9-67=D+

86.9-84 = B 66.9-64=D

83.9 - 80 = B- 63.9-60= D-

Beginning in grade 6, all classes assigned a grade will be included in the Grade Point Average (GPA). All grades below 60% are failing grades.

Middle School Students who have any grade below a C- are not eligible to participate in school athletics.

Valedictorian and Salutatorian

The student selected as the 8th grade **valedictorian** must meet the following criteria:

1. She/he has the highest cumulative grade point average as calculated from the sixth grade through the second trimester of eighth grade.
2. She/he has attended St. Rose Catholic School for the three full years of grades 6-8.

The student selected as the 8th grade **salutatorian** must meet the following criteria:

1. She/he will have the second highest grade point average as calculated from the sixth grade through the second trimester of eighth grade.
2. She/he has attended St. Rose Catholic School for the three full years of grades 6-8.

Field Trips

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. All students must bring the required permission slip form in advance of the field trip day. Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Rose Catholic School can participate in field trips.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. Level One Uniforms are required for all field trips unless otherwise indicated.

All parent volunteers on field trips must have completed all Safe Environment requirements in order to drive on field trips. Proof of insurance and other necessary requirements will need to be completed before being cleared to attend field trips.

Outdoor School

Located at Camp Seymour in Gig Harbor, Washington, fifth graders at St. Rose experience this two day, three night science adventure. Students are responsible for the \$250 cost of camp that happens the first week of May each year. At Outdoor School, students are engaged in many outdoor activities such as canoeing, exploring marine life, archery and team building skills. While Camp Seymour is responsible for organizing and running classes, parent chaperones are needed for this field trip.

Class Placement Policy

Class placement is determined in the final weeks of the school year and sometimes after the conclusion of school in June. Teachers, staff and administration collaborate to find the best fit of all students when placing students in classes. Parents may not request a specific teacher. Class lists are published at some point before school begins. Lists are final unless unusual circumstances require a change approved by the principal.

Homework Guidelines

St. Rose faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process.

Average minutes for homework by grade:

Kindergarten: 30 minutes per week

1st-2nd: 20 minutes/night

3rd-5th: 30 minutes/night

Middle School: 60 minutes/night

*If a student consistently spends more time than is recommended by the teacher in real studying (without television and other distractions), the teacher should be notified and adjustments will be considered.

*Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.

*Individual teachers/grade levels will set their expectations for accepting and grading late homework.

Make Up Work due to Absence

Families planning on missing school due to planned circumstances (vacation) should contact the classroom teacher or office. Teachers will not provide materials/ packets for their planned absences. Students will make up their work upon return from vacation unless a strenuous circumstance arises.

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.

If students are absent due to illness, work will be made up upon their return. **Staff members will not be gathering work for the day to send home with siblings.** Please allow your ill student to rest instead of worrying about make up work.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Report Cards:

Trimester report cards are issued at the end of each trimester. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

Conferences

Mandatory Parent Teacher conferences will be scheduled for each family in the middle of the fall grading period. Optional conferences may be held during the winter grading period. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

Retention

If the teacher or parent feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher, parents must be notified by March. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

Academic Probation

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Rose School.

Academic Trial Period

All students who are newly enrolled in grades Pre-Kindergarten through 8th at St. Rose School are admitted on a *six-week* trial basis. Parents/guardians will be notified of their child's progress through progress reports, report cards, and/or at conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

Textbooks/Chromebooks

If a student damages a book/Chromebook, a damage fee will be assessed. If a student destroys or defaces a book or does not return a working Chromebook at the end of the year, the parent(s) will be billed for the cost of the replacement. More information can be found on the Chromebook use agreement signed by students and their parents at the beginning of the year.

PART THREE: DISCIPLINE

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development.

General School Wide Expectations:

- Students are respectful in word and action to all members of the St. Rose School Community (staff, students, clergy, volunteers, visitors).
- Students are to keep hands, feet, and other body parts to themselves..
- Students show reverence during prayer and liturgical celebrations.
- Students adhere to the dress code
- Students are to refrain from chewing gum anywhere on the school property.
- Students are to refrain from public displays of affection.
- Students are to refrain from any act which could result in damage, injury or disruption of the educational process.

Things that should not be brought to school (and will be confiscated if found)

- Cell Phones, laser pointers, illegal substances, firearms, or any potential weapons, fireworks, hand-held games, or any electronic devices. Cell phones brought to school must be turned into the teacher upon arrival.
- Toys, playground equipment, or stuffed animals from home, unless directed by the teacher.
- Anything that disrupts the educational process.

Playground Behavior

Below are the guidelines and expectations to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action. The normal procedure for rule enforcement is for the adult to request appropriate behavior. If an inappropriate activity persists, the student may be relieved of playground privileges and/or assigned a lunch detention.

- Students need to keep their hands, feet and body to themselves.
- There are no cartwheels or handstands on the playground.
- Sticks and fake weapons are not allowed.
- All bark chips stay in the designated area and are not to be picked up.
- Students in grades K-1 are not allowed past the yellow lines on the playground.
- Slides are for going down only. They are not to be climbed up and must be feet first when coming down.
- Monkey bars are swung on, not sat on top or hung off of the top. Students who cannot reach the monkey bars by themselves cannot be on them. **MOON CLIMBER is an exception to this rule.**
- The porch and steps are off limits to all children at recess.
- There are no balls allowed in the bark chips or on the play structure.
- When the bell rings, students line up under the covered area by class.
- Books, card games and toys are not allowed on the playground.
- There is no food allowed on the playground.

Discipline Regulations

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" is defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

Behavior Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct that is disrupting the learning environment. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is necessary. Students who continue to struggle in their behavior may be asked to leave St. Rose School.

Lunch Detention

Lunch detention will be held each day for students who need an additional consequence for classroom behavior. Parents will receive some form of communication (email, note home, phone call) when their child serves a lunch detention.

Extracurricular activities

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, Destination Imagination, sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements. **A student may not attend any extracurricular activity unless they have fully participated in school on that day. There are no exceptions to this rule.**

Middle School Sports and all extracurricular activities have a strict academic policy for eligibility. Any student who has a D or F in any class will not be eligible to participate. **This rule also applies to the trimester before their sports season or activity.** No fees will be refunded should a student be ineligible to participate due to academic disqualification.

Disciplinary Actions for serious behavior/ misconduct

Serious behavioral problems are defined as repeated interruption of the educational process, behavior that could result in injury to students, property or others, or any action that is a flagrant violation of school rules.

On a daily basis, teachers handle discipline issues as they arise in their own classroom. Parents are not notified of every minor infraction. If a particular situation warrants more immediate attention, one of the following actions will occur:

- Behavioral consequences could occur during the school day in the form of restriction from free time or possibly service around school. Lunch detention may also occur. Parents will be notified when a major behavior consequence occurs.
- Teacher - Student or Student-Principal conference during which teacher and student meet to discuss the problem and a plan of action.
- Teacher-Student-Parent Conference during which teacher, parent, and student meet to discuss the problem and a plan of action.
- Student - Principal - Parent Conference in which teachers may be present and during which student, principal and parents meet to discuss the previous and current problems. A plan of action may be written, and parents may be asked to sign a form indicating their support for a plan of action. Students and parents are informed of possible suspension and expulsion if chronic misbehavior continues.

In School Suspension

If serious behavior occurs parents will be called, and the student may be removed from his/her classroom for a period of time. The student will be supervised in another place in the school and will be given appropriate assignments to complete. In school suspension may be for the remainder of the day or the following day depending on the situation.

Short Term Suspension

If serious behavior occurs, parents will be called, and the student may be sent home that day and may be asked to remain there for the following day. A conference is required between principal, parent(s), and student before the student can return to school.

Long Term Suspension

Continued non-compliance or serious misbehavior will result in suspension for no less than 3 school days. Parents will be notified by phone and/or in writing. Counseling or assessment, at the parent's expense, may be recommended/required by the principal. A conference is required between principal, parent(s) and student, before the student can return to school. Parents will sign a plan of action indicating their understanding and/or support. Upon return, the student will complete a probationary period of 30 school days. A letter outlining the conditions of the probation will be given to parents.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for the appeal process is outlined below.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Rose School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

Harassment/ Bullying

St. Rose Catholic School, as part of the greater Catholic Archdiocese of Seattle, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Rose School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Rose School will promptly respond to allegations of harassment and bullying and take each allegation seriously. St. Rose School will review and investigate such matters in a professional and timely manner.

- St. Rose School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
- St. Rose School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument. However, conflicts are a natural, everyday occurrence between children. St. Rose staff will facilitate resolution of conflict when needed.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the harassment:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school

Types of harassment:

Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.

Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.

Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.

Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks or gestures

Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying/ Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

- Verbal bullying involves saying or writing mean things.
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, apps and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and/or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, may be suspended or expelled and the police may be notified.

Retaliation/ False Allegation

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Unacceptable Behavior and Policy

St. Rose School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated.

The following are examples of infractions requiring action:

- **Aggressive or Reckless Behavior:** Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.
- **Use or possession of drugs or alcohol:**
 - The selling, possession, under the influence of, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
 - Any medication a student requires during the school day must be kept in the school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.
 - Assault or intentional physical injury- this includes repeated hitting, biting, kicking, or unwanted play.

- **False fire alarm:** Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.
- **The forging of a signature** of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required may result in a disciplinary action.
- **Gambling** on school/parish grounds is illegal and not allowed.
- **Hazing** in any form or of any type is not allowed at St. Rose School and can result in suspension or expulsion from school.
- **Insubordination:** Any student who insubordinates or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.
- Leaving assigned area/school grounds without permission
- **Plagiarism:** taking credit for words, images or sources and claiming them as your own is prohibited. Students who plagiarize material are subject to a reduction of grades and disciplinary consequences.
- **Profanity:** Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.
- **Respect of property:** All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.
- **Smoking:** Cigarette smoking, e-cigarettes used for vaping, JUULing, and other similar conduct by students will not be tolerated on the school/parish premises or at school-sponsored activities or on school transportation.
- **Theft:** Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.
- **Weapons:** It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes may result in expulsion. Police may be notified.
 - Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.
 - Any fireworks or explosives (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

- Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration may call the police first then parents or guardians will be called.

WEAPON PROCEDURES

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student will be prohibited from coming onto school property while the principal's investigation is ongoing. The school will ask for a copy of the police report and, if available, the police report number will be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The information for due process outlined below.
6. During the appeal process, the accused must honor the "no trespassing" order.
7. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
8. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

Appeal Process

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

1. The appeal request must be made within two weeks of disciplinary action.
2. The appeal request must be submitted in writing and must be delivered to the office of the principal.
3. The principal and an appeals committee of faculty appointed by the principal will be called to hear the appeal presented by the student and/or family.
4. The decision of the appeals committee is usually final. Only the pastor may overturn the decision.
5. The decision of the pastor is final.

PART FOUR: ADMISSION AND ENROLLMENT POLICIES

It is understood that St. Rose School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Rose School. St. Rose School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Admissions Policy

St. Rose School uses the web based SchoolAdmin system for our admissions process. The Admissions process is as follows:

- Prospective families connect with the school via email, phone or drop-in to schedule a tour. Students are encouraged to attend the tour.
- Prospective families meet with a member of the Administration team for an interview.
- Prospective families will log in to the SchoolAdmin portal to begin the registration process. All fees, forms and contracts must be completed before a student is admitted to attend.
- Registration opens for each school year at the beginning of February. Applicants are considered in the following order:
 - Returning students and siblings of returning students.
 - Registered, contributing parishioners of St. Rose Parish and/or any parish of our cluster
 - Registered, contributing parishioners from other parishes
 - The community at large

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.

Placement

- Students registering for Kindergarten must be five years of age on or before August 31 of the year for which they are applying for admission. Students registering for first grade must be six years of age on or before August 31 of the year for which they are applying for admission. Exceptions to this rule are on a per student basis. Students who seek an exception must be enrolled in St. Rose pre-4 program for at least one full year and have had an evaluation done by St. Rose Staff.
- Students will be placed in the proper grade according to their successful completion of the previous grade-level work. For students applying for admission to grades first through eighth, acceptance will be dependent on previous academic records, behavior record, current teacher(s) recommendation(s), and interviews with both parent(s) and child. All new students, kindergarten through eighth grade, may be assessed prior to acceptance.

- There will be no 8th grade transfers after the beginning of the academic school year.
- All new students are placed on probation for their first 6 weeks at St. Rose School. A student may be asked to leave the school during the probationary period if either his/her behavior or academic effort is unacceptable or if the school feels that it cannot meet the academic, behavioral, or emotional needs of the student.
- In the event there are two classes in one grade level, no special requests for class placements will be allowed. Placements will be determined by the staff of St. Rose School.

Admission process for new and returning students

- Application materials are available in January. All deadlines and dates are made available on our website.
- Completed online application form, fee, and supporting documents are required for admission. Once admission is offered, families will enroll their child(ren).
- After the specified February deadline, enrollment is open on a first-come, first-serve basis to wait-listed families, current families who did not meet the February deadline, and any new families seeking enrollment.
- Tuition contracts will be sent to enrolled families whose accounts are current. Classroom spots and financial aid will not be held for families who are not current on tuition.
- Families will be placed on a financial or academic hold if they are not in good standing. Families/ students will not be able to re enroll until an agreement is made on the academic or finance front.

Students with learning differences:

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Rose Catholic School shall decide as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Rose Catholic School will consider:

- the severity and degree of the disability;
- the level of support needed from special services and any special equipment or related services the student may require;
- the school's resources, such as available support personnel, class size, and accessibility of school facilities;
- the accommodations, if any are necessary, and the school's ability to provide those accommodations;
- the child's Student Learning Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
- Any other considerations that may apply to the particular situation.

Parents and/or the public-school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Rose School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs.

Withdrawal of Students

In the event students are withdrawn from school, parents are asked to follow this procedure:

- Notify St. Rose School of the withdrawal via a note/email to the school office with a copy sent to the principal.
- All financial obligations must be met before a student's education records will be released.
- Student's records will be sent at the request of the student's new school.
- The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school. Any balance that remains unpaid for a year may be sent to a collection agency.

PART FIVE: RIGHTS OF SCHOOL AND RELATIONSHIPS

Principal Privilege

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the Pastor and School Commission. Parents will be notified of any changes in the handbook through the school newsletter.

Search and Seizure

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, cell phones, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

Use of Student Information and Pictures

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video.

School/ Home Relationship

St. Rose School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Rose School may require parents to withdraw their children and sever their relationship with the school.

PART SIX: FINANCIAL POLICIES

General Information

- Neither the subsidized nor the regular tuition rate fully covers the cost to educate a child at St. Rose School.
- The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
- All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.
- Any check returned for non-sufficient funds will result in a \$25 service fee.

Tuition

Tuition is paid through the SchoolAdmin portal and is due on the first day of each month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school as soon as possible. In the event that a family fails to pay tuition on time, the school will initiate the following procedures:

- At the end of 30 days and the past due condition continues to exist, the parent will be notified that they have 30 days for the account to be brought current.
- At the end of 60 days and the past due condition continues to exist, school services to the family may be discontinued and the account may be referred to a collection agency.

St. Rose School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition may not be eligible for tuition assistance.

St. Rose School offers four tuition options to school families:

- **Plan A:** One annual payment Due on or before September 1st of the school year (5 SHARE HOURS given for this option)
- **Plan B:** Two equal payments Due September 1st and February 1st using SchoolAdmin
- **Plan C:** 10 equal payments from August 1st- May 1st using SchoolAdmin
- **Plan D:** Twelve equal payments: Due July 1st – June 1st using SchoolAdmin

All payment plans must use the SchoolAdmin Tuition management company. All tuition paid through SchoolAdmin will be deducted on the 1st of the month from the checking or savings account chosen or using a credit card (there is a fee for each credit card transaction). SchoolAdmin charges a \$35 annual fee when the contract is submitted.

Families experiencing financial difficulties should contact the principal immediately.

Tuition Contracts

Each family signs a tuition contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Rose School.

Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal.

The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract must occur in writing and have the approval of the principal.

Divorced or separated parents will need to work out tuition agreements among themselves. It is not the responsibility of St. Rose School to ensure communication happens regarding tuition.

Tuition Assistance:

St. Rose School is committed to providing quality Catholic education to all children who wish to attend. Tuition assistance may be available to those families who qualify. Applications for tuition assistance must be completed through FACTS. Completing an application does not guarantee an assistance award. There are three forms of tuition assistance available to students at St. Rose School. The first is for applicants to the Fulcrum Foundation, the second form is variable tuition provided directly from St. Rose School, and the final is a parish scholarship.

- The Fulcrum Tuition Assistance Grant Program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need. To be considered for the Fulcrum Grant, the application must be submitted by the designated deadline which is typically the first week of January.
- St. Rose School Tuition Assistance can be requested by any current or new school family. Once a family has submitted the application by the designated deadline, they will be considered for St. Rose Tuition Assistance. Completing an application does not guarantee an assistance award.
- The Hanson Baker Scholarship is given to active members of the parish for continuing to Catholic education. This can be applied to St. Rose, Seton, or a Catholic University. Being an active member of the parish includes attending weekly Sunday masses, giving financially to the parish and participating in parish events.

Once FACTS confirms completion, a decision on tuition assistance will be made by the Tuition Assistance Committee. Assistance awards are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum and/or the St. Rose tuition Assistance Grants. Any special circumstances will be handled confidentially by the principal and pastoral leader. The administration will determine the process and amount of tuition assistance based on specific criteria. Families will receive notification from the administration regarding their tuition assistance award. Tuition assistance awards are confidential and should only be discussed with school administration.

Life status changes occur and St. Rose Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

Registration and Fees

Families pay a \$170 registration fee per student (by February 28th) and \$270 fee (after March 1st) to secure the student's placement at St. Rose School **All registration fees are non-refundable.** This registration fee is due with the Student Registration.

Additional fees:

Beyond registration and tuition, there are several additional fees that may be charged:

- Activity Fee: \$50 fee per student- includes Field Day BBQ, Yearbook, and classroom art project fee- billed February 1st through SchoolAdmin.
- Eighth grade graduation fee: \$100 Billed on January 1st through SchoolAdmin
- Outdoor School 5th grade: \$250 Billed on January 1st through SchoolAdmin
- Middle School Athletic fee- billed \$100 per sport through SchoolAdmin
- Auction Fee (optional): \$100 buyout per family billed through SchoolAdmin (will be billed if not donating a tangible item or if \$100 buyout not received by due date).

SHARE Hours

"SHARE Hours' ' are a mechanism of recognizing contributions of time and talent to our school. Each family is asked to account for their hours and submit them to the office for credit to their account. The SHARE Hour year runs from June 1st-May 31st. **It is the responsibility of the families to keep track of their SHARE hours and submit them to the office before June 1st.**

Two parent families are required to complete 30 SHARE hours while one parent families are required to complete 15 SHARE hours. Families who do not complete their SHARE hours or turn in their forms beyond the deadline will be charged \$20 per SHARE hour that was not completed.

- Items purchased for donation to the school (ex. The purchase of food for staff in-service days) may be counted toward SHARE hours as \$25.00 = one SHARE hour.
- Parents, grandparents, and siblings (high school or older) are eligible to work to earn SHARE hours.

Auction

Our annual auction has become an integral part of St. Rose School activities. The auction has a new theme each year and creates a beautiful event that continues to grow larger and better every year. This is the biggest fundraising event for St. Rose School each year, and all school families are encouraged to attend.

All St. Rose families are required to procure a donation with a value of \$100 or more. All procurement forms are due by **October 10th, 2023**. Families have the option to buy out of this commitment for \$100. Families who do not donate an item or opt to buy out will be billed \$100 on **November 1st, 2023**.

Jog a thon

The purpose of this fundraiser is to easily involve family and friends who are not our direct school families. This is an opportunity to support our school with a tax-deductible donation at their comfort level. Each school family is asked to mail/email family and friends and ask for their pledges. All students will walk/jog on the day of the event. Our proceeds go to special projects around the school.

PART SEVEN: SCHOOL POLICIES

Daily Schedule

School begins promptly at 8:00 each day (doors open at 7:50) and dismisses at 3:00 on Monday, Tuesday, Thursday, and Friday and at 2:00 PM on Wednesday. Children should not come to school before 8:00 AM since there is no supervision prior to that time. Children arriving before 8:00 AM or staying past 3:30 PM and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly.

Calendar

The school year calendar is available on the school's website, www.strose-school.org. School events will be updated weekly in *The Good News* newsletter sent out every Friday. The monthly calendar is also posted on the school's website. The school calendar is subject to change, but families will be given sufficient notice should this need arise.

Our Preschool Program follows the K-8 Calendar.

Attendance

School hours are from 8:00 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. It is the responsibility of the parent or guardian to call the school office or email Mica Zdunich at mzdunich@strose-school.org at the start of the school day to report an absence. If there is no contact from the parents, the school will call for verification.

Daily attendance is an integral part of the educational experience at St. Rose School. The classroom instruction and interaction between students and teacher are extremely important and cannot be readily duplicated.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason for the absences will be taken into consideration.

Students will complete make-up work upon their return. Teachers will not gather homework in advance and students will be given the same number of days they are absent to complete their work without penalty.

Tardiness

Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. Tardiness is considered excessive when the

student has been tardy three (3) times in a one (1) month period or eight (8) times in a trimester. Excessive tardiness may result in a parent-principal conference. Students who are excessively tardy may be required to stay in from recess to make up work that continues to be missed.

Teachers and the school office should be emailed in advance when a student is going to be late to school due to an appointment. Please email your teacher directly or mzdunich@strose-school.org

Vacations

Daily attendance is an integral part of the educational experience at St. Rose School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Parents need to send a letter to the teacher(s) to notify the school of any vacation and the dates the student will be absent. **Teachers will not gather or hand out work prior to the vacation.** Upon return, it is the student, parent, and teacher's responsibility to communicate regarding missed assignments. It is the parent's and student's responsibility to cover concepts and skills taught while the student is gone. Long-term projects are due on assigned dates or upon return.

Uniforms

The physical appearance of students should reflect the standards of excellence expected of students at St. Rose School. These rules of dress help foster a positive school environment. The dress code will be implemented from the first day of school. Students not meeting the uniform requirements on any given day, will be issued a "Uniform Reminder Notice" that will be sent home to parents to sign and a copy will be kept in the office for reference. Repeated uniform violations may result in a parent/teacher/principal conference and possible disciplinary action.

Any interpretation of the guidelines is at the discretion of the Administrator.

Purchasing options:

Land's End- School Code: 900029703

Tommy Hilfiger School Code: STRO04 (note: the last two characters are numbers—zero & four.)

School UKnighted sweatshirts are only available to purchase through the St. Rose Spirit orders.

Gently used uniforms are available through our Uniform Exchange.

Student Uniform Rules

1. Students will be in uniforms that fit properly, are neat and clean, and are in good repair.

2. Skirts, dresses, skorts, and shorts must be purchased through Tommy Hilfiger or Land's End and should be no more than 3" above the knee. If the uniform pieces become more than 3" above the knee, the item must be lengthened or replaced.
3. Shirts should fit properly and be clean.
4. All pants and shorts must fit properly and fit snugly around the waist. Pants may not be baggy and oversized.
5. T-shirts worn under the uniform shirt must be plain white with no writing.
6. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.

General Appearance

Hair

Hair must be combed, neat, and clean in appearance, and must be of a natural color with no stripes or designs cut into the hair. Hairstyles deemed distracting by the administration are not appropriate. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate.

Jewelry

Jewelry should be simple, not distracting, dangling or overly large, or of a color or style that does not complement the uniform. No jewelry should be worn which would impact the students' safety.

No visible body tattoos or facial piercings are permitted.

Shoes

Shoes must be matching, closed-toed, closed back, and have no heel. Examples of closed-toe shoes are tennis shoes, athletic shoes, shoes with non-skid, non-marking soles. All shoes must fit correctly and safely stay on the foot.

Sandals, boots, crocs and shoes with wheels or lights are not allowed at any time.

Shorts

Students may wear uniform navy blue walking length shorts in cotton twill (not knit or athletic style). Shorts must be worn within 3 inches of the knee.

Socks

All uniform socks must be navy or white. Tights or knee-high socks may be worn. Color compliant leggings that reach the ankle may be worn with the uniform. Leggings must not have any mesh; they must be made of one solid material.

Sweater/ Vests

Uniform sweaters, vests or St. Rose crew neck sweatshirts are a part of the full uniform. All students are required to have a sweater or a vest for Level One Dress days.

Friday Spirit Dress Days

Every Friday is Spirit Dress day at St. Rose. Students are encouraged to wear their spirit shirts with jeans. Jeans should be denim color with no holes, no rips, no alterations and no embellishments. If students do not want to wear jeans, they may wear their regular uniform.

Free Dress Days

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. **Clothing that advertises drugs, alcohol, foul or obscene language, cult, satanic worship, politics, or any derogatory symbols is forbidden.** Non-uniform dress will be at the discretion of the principal and the teacher.

The following still applies to free dress days:

- Clothes must be free of holes, clean and fit appropriately
- Dresses, shorts or skirts need to be no more than 3" above the kneecap
- Shoes must be matching, closed-toe, closed back and no heel.
- Shirts may not expose midriffs, no backless, strapless or spaghetti strap shirts
- No boots, crocs, sandals are allowed

Students have the opportunity to come in free dress on their birthday or half birthday. Please arrange accordingly with their teacher to ensure everyone is aware of their special day.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

Educational Records

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights

or custody should be provided to the school. Requests from families not to have telephone numbers given out/printed in the Family Directory will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, St Rose School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file and recorded at the parish office where sacraments were first received.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Rose School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school health office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask St. Rose School to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

4. A school official is a person employed by St. Rose School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Rose School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Rose School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605.

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

Divorced or Separated Parents

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure.

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

Phones and electronic devices

Cell Phones

Students are discouraged from bringing cell phones to school. If necessary, upon arrival, students must turn the phones off and place them with their teacher for the day. Cell phones may be retrieved at dismissal. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.

The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.

Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.

No harassment or threatening of individuals via cell phones is permitted.

Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.

If a parent needs to contact a student during the school day, such communication shall be through the school's office.

Office Phone Use

The School Office is open from 8:00 AM to 4:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

PART EIGHT: COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Rose Catholic School. All pertinent general school information will be posted on the school website.

Correspondence from the school is delivered to families in several ways including but not limited to email, text message and telephone. Important information such as weekly school and classroom newsletters and other materials may be sent via email to every family each week on Friday in *The Good News*. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive. On occasion, communication will be sent home with the youngest and/or only students in the school. It is imperative if you are not receiving communication from these outlets that you connect with the office to troubleshoot.

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. For the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

Questions or concerns regarding St. Rose Catholic School should be taken to the proper person according to the following sequence: The teacher should be contacted first if the problem pertains to the classroom or teacher. If the problem has not been resolved after discussing it with the teacher, or if the problem pertains to general school policy, the principal should be contacted.

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, car line etc. as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Whether occurring within or outside of St. Rose School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Engagement in social media, online blogs, videos or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. St. Rose School students and their parents must adhere to and sign the St. Rose Catholic School Internet Use Terms and Conditions form.

PART NINE: HEALTH AND WELLNESS

Health Room

A Health Aid room is located in the school office. This room is staffed by school staff and volunteers who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

Medication

St. Rose School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. Rose School must have on file a written licensed health professional authorization form to administer medication. This form must be

current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Rose School are not permitted to have either prescription or non-prescription medication (including cough drops) in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may always carry one on their person once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through various local agencies such as Catholic Community Services.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of a third-party services to shed additional light on some need or concern. It is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialogue with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

Reporting abuse or neglect

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services

(DSHS) at 1-866-END-HARM (1-866-363- 4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

"Reasonable cause" means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The schedule can be found here:

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-295-SchoolImmReqforParents2020-2021.pdf>.

The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA.) authorized to practice in the State of Washington, including the physician's license number.

PART TEN: EMERGENCY AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Rose School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Rose School website, email, phone call, and/or Remind text messages, and by listening/watching the local radio and television stations. If St. Rose School is not specifically mentioned, follow the Longview School District announcement/schedule. Parents are expected to pick up their children as soon as possible.

Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians.

Your help in providing and completing accurate information on the emergency forms is essential to ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Extended Care: If school is canceled or starts late, morning extended care will be canceled. If school closes early, extended care will also close early.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

Parents are notified should any serious or concerning injury happen on school grounds.

Student Illnesses

Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school front office or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. Students should also be 24 hours free of any gastrointestinal upset before return.

First Aid

The principal and school office staff will be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.

Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.

Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.

Medication

School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Head Lice

If lice or nits are discovered on a student, the parent will be called immediately to pick up the child and treat the condition. The child must be lice free before returning to school. The parent must accompany the child to school for a recheck before the child will be admitted back into class.

Fire Drills

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency pack and first aid kit that should travel with them during times of drills.

Earthquakes

Instructions on what to do during an earthquake are taught to the students and practiced in earthquake drills. As a general rule, students will practice the following:

- Duck under a stable piece of furniture (desk or table- facing away from the window)
- Cover your neck and head as much as possible
- Wait for the All Clear on the intercom or Walkie Talkies.
- Listen for instructions from the adult/ staff present to hear what to do next

Earthquake drills are practiced 3-4 times during the school year. St. Rose School participates in the Great Shakeout each year in October.

Lockdown/ Lockout

A lockdown or a lockout is a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown and lockout procedures routinely so they can be prepared in the event of an emergency. These procedures are not meant to scare the community, but to empower all members to use safety precautions at all times. Parents will be notified of specific lockdown procedures and the drills will take place in order to allow for conversation with students to avoid any unnecessary worry.

Reunification Plan

This year, St. Rose School will be working on a more thorough emergency response plan in the event of a more serious situation or in the event we need to be reunified with families at an alternate location. A more thorough document will be forthcoming before Thanksgiving break.

PART ELEVEN: SCHOOL AND CAMPUS SAFETY

St. Rose School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Rose School.

General School Safety Guidelines

- The campus is completely fenced. All exterior gates are locked when school begins in the morning and remain locked during the school day. Anyone entering the school during the day must come through the front doors.

All visitors must be identified at the front desk, sign in if asked and wear a badge if volunteering in the building. All exterior doors remain locked during the school day and visitors can only enter through the main entrance.

- All staff must always wear an identification badge.

- Security cameras are in place with monitors on desks in the office. The office personnel can see all locations where cameras are positioned.

- The less traffic we have entering and exiting the building the better we can monitor who enters and exits. **If your student forgets something (lunch, homework, PE uniform etc.) there is no need for you to bring it in.** This creates unnecessary foot traffic in the building as well as more work for the school office staff.

- Please do not come to pick up your child early at the end of the day, especially if you are trying to avoid the car line (appointments are a different matter). This may lead to confusion in the school about appropriate pick-up locations at the end of the day.

- If you park in the parking lot and walk in to pick up your student, please do not come under the covered play area. We want to make sure the correct person is picking up and we need you to stay out of the line-up area, so visibility is clear.

If you are choosing to walk your child into the school building, park in the Parish Center or on the street. The playground is for car lines only.

All of the rules/procedures need to be followed in order for them to be effective. Our primary focus is our students. We need your help to keep them safe. Every person who feels they are exempt from following the rules puts every child in danger. Rules/procedures are established to support your children and our community and need to be consistently followed.

Touching Safety

Protecting God's Children program by Virtus is provided and required by the Archdiocese of Seattle and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in April. This is a mandated program from the Archdiocese. Opt out forms are available if you wish for your child to not participate in these two lessons.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

PART TWELVE: EXTENDED CARE AND LUNCH PROGRAM

Extended Care

St. Rose School offers a before and after school program, referred to as Extended Care, held in the art room.

The primary focus of St. Rose School Extended Care is to provide quality onsite supervised care for our students. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by St. Rose Extended Care staff that are employees of St. Rose Catholic School. St. Rose Extended Care staff have CPR and First Aid training, Safe Environment training, including updates, and have passed background checks. Day-to-day management of the St. Rose School Extended Care is the responsibility of the St. Rose School Extended Care Director, who reports to the principal.

Extended Care is open from 6:30AM to 8:00 AM and 3:00-6:00 (2:00 on Wednesdays) and is billed at \$5.00 an hour. Invoices for Care are billed at the end of each month through SchoolAdmin.

Lunch Program

A nutritious hot lunch is served Monday through Friday by the Longview School District. The cost is \$4.50 for students. Milk is included in the lunch, but single milks may be purchased for \$0.50.

Lunch and milk tickets can be purchased through the office. For efficiency's sake, we ask that you purchase them in packs of 10. Students who do not buy hot lunch or forget their lunch will be provided something via our school kitchen

St. Rose School participates in the National School Lunch Program, a government subsidy program. Families apply for free or reduced lunch based on income. Applications are kept in strictest confidence and handled through the school office.

PART THIRTEEN: PARENT INVOLVEMENT

It is expected that parents will become actively involved in their child's progression through St. Rose School. It is our hope that this will include assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PTO, attending conferences, as well as conferring regularly with their child's teacher.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

Sacraments and Religious Education

First Reconciliation and First Eucharist sacrament preparation is provided by the parish a family attends, not by the school. This is according to the expectation of the Archdiocese of Seattle. Parents will need to enroll their children, as desired, in the parish preparation programs.

Parent meetings for First Reconciliation and First Eucharist will be held by parishes throughout the year. Parental attendance is required for the child to receive these sacraments.

Religious education is a life-long process. Our intent is to help the St. Rose students along the path towards future spiritual fulfillment, attaining knowledge in traditions of the Catholic Church, gaining confidence in their personal Christian beliefs, and being receptive to changes in the church.

Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure in the building. All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

Classroom visits must be arranged with the teacher in advance. Classroom disruptions are kept to a minimum and learning time to a maximum.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

Visits to the school by other children are discouraged and rarely granted. The school program is set up to accommodate your child. Visits by children who are not participating in the school program require time from the staff and other students for the day they are visiting.

Volunteers

All volunteers must take the VIRTUS Safe Environment training mandated by the Archdiocese of Seattle and complete a background check. Volunteers should make sure they are up to date with requirements – current with safe environments training and have a current background check – at least two weeks in advance of your volunteer opportunity.

Volunteers are needed in many capacities at St. Rose School. Some volunteer opportunities include school wide events, class parties or activities, reading partners, and mass helpers.

Animals on School Property

Parents must obtain prior approval from the student's teacher and from the principal before they can bring visiting animals to St. Rose School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

Please refrain from bringing animals to drop off and pick up time. Students are distracted and temperaments of animals are unknown in different surroundings.

PART FOURTEEN: SPECIAL POLICIES AND INFORMATION

Parents' Club:

Every St. Rose School parent or guardian is a member of the Parents' Club.

The goal of the Parents' Club is to support and enrich the school experience through communication and a strong sense of community. All are welcome to attend meetings to gather, socialize and discuss topics of interest.

Objectives of Parents' Club:

- Nurture and encourage a warm, friendly environment and enhance communications among parents, students, teachers, staff, and administration of St. Rose School.
- Regularly schedule "community-building" social events for the school community, helping to foster a strong sense of community for students, parents, administration, and teachers.
- Regularly show the teachers and staff appreciation for their dedication (i.e.: Christmas gifts, Teacher Appreciation week, etc)
- Assist with school functions as requested (i.e.: New Family Welcome, Back to School Night, Catholic Schools Week, Open House etc.)

The Parents' Club raises funds throughout the school year such as through Monster Mash and Family Event nights. With the funds raised, PTO donates to classrooms and the library, brings educational assemblies to the students, and supports the school staff to assure that they know how much they are appreciated.

School Commission

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long-range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

Internet and Technology Policy

Computer Lab

St. Rose Catholic School is proud of its computer lab and the use of technology woven throughout the curriculum. The computers in the lab have an internet connection and parents and students sign an "Acceptable Use" agreement each year stating that they will adhere to the computer use guidelines and only use appropriate and approved web sites while online at school.

Internet Use

The acceptable use agreement for the Internet and any other Internet-related policy and procedures will remain on file with the school. This and other related documents are available for review by all parents, guardians, school employees, and other community members.

Acceptable Use

The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of St. Rose School. The use of the Internet resources may not be used in violation of any U.S., state, or local regulations. The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening materials. The Internet resources may not be used to infringe on copyright or to plagiarize material.

Privileges

The Internet at St. Rose School is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of St. Rose School may request the system administrator to deny, revoke, or suspend specific user accounts.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on any Internet access, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

All Chromebooks at St. Rose are equipped with security that will alert staff of inappropriate use. Parents will be notified each time something is flagged as inappropriate by the server. Should a habitual problem arise, all Chromebook privileges will be revoked.

Inappropriate use of technology outside of school

As previously stated in the Behavior Expectations section, St. Rose School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours when that behavior detrimental impacts the school, its program's reputation, or its students. Thus, inappropriate use of technology (for example, on a home computer, iPads, phones etc.) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, staff, or students, offensive communications, and safety threats.

Purpose of Handbook and the right to amend

This handbook is designed as a guide for school families; it is not a comprehensive compilation of all the expectations under which and by which the school operates.

This is an ongoing document and the school administration makes all final decisions regarding the interpretation of this handbook. The administration also reserves the right to amend this handbook, and any changes to the handbook will be published for school families.