



# **St. Rose of Lima Catholic School**

**Student/Parent Handbook**

**Mission Statement**

St. Rose of Lima School, as a ministry of the parish, serves the families of Franklin and surrounding areas by integrating Catholic faith with a comprehensive educational program for students in Pre-School through Grade 8. With Christ as our model, our dedicated professionals, partner with parents to create a safe, nurturing, value-centered learning environment that ensures academic excellence. We provide our students with the knowledge, skills and experiences to reach their full potential.

**Faculty and Staff**

Principal	Kimberly Tekippe	ktekippe@stroselions.net
Office Manager	Laura Pasos	lpasos@stroselions.net
Dean of Students	Irene Torres	itorres@stroselions.net
Pre-School	Amber Arnold	aarnold@stroselions.net
Pre-Kindergarten	Lisa Summers	lsummers@stroselions.net
Kindergarten	Lori Houpt	lhaupt@stroselions.net
1st Grade	Deneice Brown	dbrown@stroselions.net
2nd Grade	Megan Glaser	mglaser@stroselions.net
3 <sup>rd</sup> /4th Grade	Angie Burgess	aburgess@stroselions.net
5th Grade HR	Mary Endris	mendris@stroselions.net
6 <sup>th</sup> grade HR	Steve Antle	santle@stroselions.net
Religion K-8	Steve Antle	santle@stroselions.net
7 <sup>th</sup> /8 <sup>th</sup> Grade HR	Melanie Atwood	matwood@stroselions.net
MS Spanish	Magali Ramos	mramos@stroselions.net
Art/Library/ PE	Magali Ramos	mramos@stroselions.net
PE	Clare Spelick	cspelick@stroselions.net
Music	Indy Urban Arts Program	
Dietitian	Kathleen Prechtel	kprechtel@stroselions.net
Cafeteria Manager	Jeff Hewitt	

In addition to our regular faculty and staff, we also have several staff from Earlywood and Title 1 who work with us on a regular basis. Below are the names of those you might see in our building:

Resource	Tricia Carlsgaard	tcarlsgaard@earlywood.org
School Psychologist	Angel Tarvin	atarvin@ssjcs.k12.in.us

## **School Commission**

The School Commission (SC) is an advisory board that works with the Administrator and Pastor on issues concerning the school. It does NOT supervise the staff or Administrator or have fiduciary responsibility. The commission is advisory with the Administrator and Pastor making final decisions.

The School Commission has 9 members with approximately 1/3 turn over each year. New members are sought in January and SC membership recommendations are due to the Pastor no later than after the April meeting.

### **Role of the Commission**

As defined in the Archdiocesan Guide, the SC has four roles:

- Plan for the future (improve curriculum like our recent science and computer efforts)
- Monitor (Review plans and policies, exit interviews, discuss special circumstance cases)
- Develop Policies (Only if needed, or requested of SC)
- Communicate (With the Administrator, school families (website and e-bulletin board) and the parish and community at large)

### **Goals and Objectives**

Initially, the SC will continue with the currently approved Goals and Objectives, which are to:

1. Increase enrollment and maintain retention towards full capacity.
2. Work closely with the Administrator to make St. Rose the school of choice in Johnson County
3. Be more clearly focused with committees taking action and reporting to the commission

After all new commission members have been through training, the Goals & Objectives are reviewed and updated as needed. The goals will be updated this year.

### **Accreditation**

St. Rose School is fully accredited by the State of Indiana and the North Central Commission for Accreditation and School Improvement. Our School Improvement Plan (SIP) is reviewed and revised on an annual basis and then submitted to the Archdiocese Office of Catholic Education and the Indiana Department of Education.

## **Admission and Enrollment Schedule**

In order to ensure an orderly and equitable admission for children to St. Rose of Lima Catholic School (hereinafter referenced as the “School”), this policy and procedure is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

### **A. Primary Goal – Catholic Education**

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

### **B. Accommodation of Students with Special Needs**

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### **C. Parishioner Status**

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the School. All School families will participate in a registration process that will help establish each family’s gifts of Time, Talent, and Treasure. Families meeting these criteria will be deemed “participating parishioners” for purposes of determining the rate of tuition. All other families will be considered “non-participating” for purposes of tuition.

### **D. Financial Aid and Responsibility**

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by School from the contributions of parishioners.

**E. Agree to Abide by the School Rules**

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook.

**F. Non-Discrimination**

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

**Admission Selection Procedures**

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by September 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending the School in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “participating

parishioner” (See Section C above). Within categories numbered 5 through 9 above, priority will be given according to the date of the School admission application. Each year’s incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C above).

### **Wait List**

Students not selected for admission to the School will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

### **Transfer Students**

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational

setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

### **Athletics**

St. Rose is proud to offer several CYO athletic programs for our students. Current offerings are as follows:

Girls' Sports (Beginning in Grade 4 unless otherwise noted)

- Basketball
- Cross Country
- Volleyball
- Kickball
- Soccer
- Track
- Cheerleading (grades 2-8)

Boys' Sports (Beginning in Grade 4 unless otherwise noted)

- Cross Country
- Basketball
- Soccer
- Track
- Wrestling
- Football (grades 3-8)
- Volleyball

### **Athletic Policies**

1. Students absent from school are not eligible for practice or games the same day as the absence.
2. Students sent home from school with illness are not eligible for practice or games the same day.
3. Students carrying an "F" or two "D's" in any subject on a report card or progress report are not eligible to play. Students in grades 1-4 must also have a "satisfactory" in cooperation/behavior, while students in grades 5-8 must have a "C" or better. Students remain ineligible until grades are reevaluated with the next report card or progress report.
4. Students suspended from school, either in-school or out-of-school, are ineligible to play or practice until the suspension is complete.

### **Attendance**

Regular attendance is vital to the success of students in school and is required by the State of Indiana. In the event of an absence, it is the responsibility of the parent/guardian to inform the school office by 8:30 a.m. on the day of the absence. If a child has been absent for more than three (3) days,

he/she should bring a note from a physician. Due to Indiana Law, students who miss more than 10 days due to absences, without doctors' notes, must be reported to the Department of Child Services. Students who miss more than 15 days in a semester or 30 days in the year may be considered for retention due to the amount of instructional time missed.

We encourage you to notify the office as early as possible about your child's absence. Messages may be left on the school voicemail at any time. Arrangements for homework may be left on the school voicemail system or by calling the school office before 10:00 am.

### **Excused Leave**

If you are planning to take your child out of school for reasons other than illness, (such as traveling to visit relatives), then you must fill out a Vacation/Travel form **at least two weeks in advance**, listing the dates the student will be gone, and the number of days to be missed. This form is available in the school office. Parents who do not fill out the travel form will not have your child "excused" from school. The student will be considered "unexcused" and no work will be made up, no lessons sent with the child and no tests may be made up if they were given on a day the student was gone. If a test is given soon after the child returns, he/she will be expected to take the test with the class. Please remember to fill out the form so that your child may be considered "excused" and allowed to make up any missed work.

Children who, due to injuries or illnesses, should refrain from certain activities, (such as P.E., recess, etc.) must have a note from a parent/guardian specifically informing the school of the child's limitations. If the school is not notified of limitations, the child will be expected to participate in all activities.

Occasionally students will become ill while at school. Below are the guidelines for when students will be sent home and when they may return to school:

- Pink Eye – Child will be sent home. Child must be on antibiotic drops for 24 hours before returning to school.
- Head Lice – Child will be sent home. Child must be nit-free before returning to school.
- Vomiting – Vomiting due to illness, a child cannot return to school until they have not vomited for 24 hours.
- Strep Throat – Child must be on antibiotic for 24 hours before returning to school.
- Chicken Pox – All sores must be scabbed over before return.
- Fever – Children should be fever free for 24 hours, without medication, before coming to school. Students at school with a fever over 100 degrees will be sent home.
- Covid: CDC requirement is 5 days home, and if the 6<sup>th</sup> day you are symptom free you may return to school with a mask till day 10.

### **Tardiness**

School begins at 8:00 AM. Students arriving after 8:00 AM are tardy and must come to the office for a tardy slip. After 3 tardies in one month, your child will lose his/her NUT privilege for Spirit Day. After 6 tardies in one month, your child will also lose attendance to Spirit Day. Perfect attendance will not be awarded if a student has been tardy.

### **Leaving School**

Students, once on school property, will not be allowed to leave school property without the express consent of the parent or guardian. Parents who must take their children off grounds during the school day are asked to sign them out in the school office at the determined time. If you will be returning your child to school after the appointment, please escort them to the school office and sign them back in.

### **Background Checks and Safe Parish Training**

It is a policy of the Archdiocese of Indianapolis that all who work with children complete the Safe and Sacred training program and have a background check on file in the office. **This includes all school employees, coaches, and anyone who wishes to volunteer at school or attend field trips with our school children. \*NO EXCEPTIONS\*** Safe and Sacred is an online training program implemented by the Archdiocese of Indianapolis for the care and protection of our children. It takes about 30 minutes to complete and can be accessed at: <https://www.archindysafeparish.org/>. Background checks are \$10.00 and can be initiated through the Safe Parish training. Background checks are valid for 5 years.

### **Breakfast Program**

Breakfast will be served between 7:15-7:45. Breakfast is free.

### **Bus Information**

The Franklin School Corporation will transport St. Rose students to and from school. They will pick up and drop off at pre-designated points. Please note that it might be necessary for students to transfer buses in route home or to school. The students are expected to be ready when the bus arrives and are expected to obey bus rules while riding. If you are interested in more information about bus transportation for your child, please contact the Franklin Transportation Department at 317-346-8770. Please note that there are several days throughout the year when bus service is unavailable due to a difference in the school calendars.

### **Cell Phones/Smart Watches**

We would prefer that cell phones/smart watches stay at home. If a student needs to have the cell phone/smart watches for after school, the cell phone/smart watch must be kept in the student's book bag during the school day. Any student

caught using a cell phone/smart phone to call or text on school property during school hours will have them confiscated. A parent will need to pick the phone/watch up in the school office.

**Classroom parties, birthdays, and rewards:** Consistent with our wellness policy, classroom parties include activities, games, and non-food rewards. This allows all students to participate, takes into consideration food safety, and reduces the expense associated with celebrations. Non-food celebrations also keep our classrooms clean. Suggestions for non-food activities to celebrate student birthdays may be found on the school website.

### **Change of Address or Phone**

Please inform the school office and classroom teacher of any address or telephone number changes. The phone number is especially important in the event of an emergency. This includes any changes to work or cell phone numbers.

### **Curriculum**

St. Rose School uses the Indiana Career and College Ready as the basis for curriculum in all core subject areas. Classroom teachers plan instruction according to the standards for their grade levels, and when appropriate, go above and beyond these standards. Mastery of the grade level standards is the goal for each student. The Indiana Academic Standards can be viewed on the Department of Education website, [www.doe.state.in.us](http://www.doe.state.in.us)

Our religion curriculum was developed by the Archdiocese of Indianapolis, and can be viewed on the Archdiocesan website, [www.archindy.org](http://www.archindy.org). Our religious education program teaches our Catholic Doctrine as well as the basic teachings of the Catholic Christian Community and the greater Church. It is our expectation that parents support the religious learning that goes on at school by actions at home. (This includes regular attendance at Mass for Catholics on the weekend) non-Catholics learn from the same curriculum but consideration and respect are given to members of all Faiths.

### **Daily School Schedule**

Our school day begins promptly at 8:00 am.

Pre-School:                   Lion Cubs: Full day and week option available  
Prekindergarten: ½ Day Pre-School Option M-F 8:00 –  
11:00 AM or Full Day Option M, T, TH, F 8:00AM – 2:30,  
Wednesdays 8:00AM – 1:30PM

Grades K-8:                   8:00AM – 2:50PM on M, T, TH, F  
Early Dismissal on Wednesdays 8:00 AM – 2:00PM

Classroom daily schedules can be obtained from your child's teacher.

## **Discipline**

Our goal is to teach our children to make the decision to follow rules and procedures before acting upon temptations! The teachers work together to help all children learn to be self-disciplined.

The faculty and staff of St. Rose School has the right and duty to correct any child. Rules and procedures are posted, explained at the beginning of the year, and reviewed often. However, we do understand (and expect) that children will make mistakes. We have attached a discipline code that will be followed by all students. Age-appropriate consequences will be set in place for a disciplinary action. Each teacher has a set discipline process for his/her classroom. Information on the discipline process for your child's class may be obtained from the teacher.

In the event that a serious discipline infraction occurs, students may be required to meet with the principal. Detentions, In-school Suspensions, Out-of-School Suspensions and Expulsion are all possible consequences for serious or habitual offenses. Please see the attached discipline code to be signed and returned to the office. (See also "Suspensions & Expulsions)

## **Emergency Closings/Delays**

Your best sources of information for school closings and delays are the TV and the radio. We follow the Franklin Community School's closings and delays. If a decision is made with ample warning time, an email and text message through our automated system (Jupiter) will be sent, a notice will be published to the school website and a voice mail will be issued. Please tune to the following for information:

- TV: Channels 6, 8, and 13 (and their corresponding websites)
- School Website: [www.stroselions.net](http://www.stroselions.net)
- School Voicemail (317-738-3451)
- A Message sent via text through School Messenger

Note: We follow the Franklin Community School system. Please always look or listen for Franklin Community.

Delays: Occasionally, the school will run on a two-hour delay. This means that our normal start time for school will be 10:00 and the normal start time for Extended Care will be 9:00 AM. Do not bring your child earlier than 9:00 on these days, even if you see cars here. Our teachers may be trying to make last minute plans due to the emergency weather and shouldn't be asked to supervise children during that time. Please make advance plans for childcare on these delay days.

### **E-Learning Days**

We will use E-Learning days for the first two Snow days. We are not able to use any past that which is why the calendar has two snow day makeups built in. E-Learning days students are required to be online completing the assignments provided by the teachers.

### **Extended Care**

St. Rose School offers supervised care both before and after school for registered school children. Extended care is provided by the school. Information concerning the Extended Care program, times and fees is available upon request. Children wanting to use this service must register first. Registration forms will be available at the beginning of each school year.

Any student arriving before 7:50 a.m. should report to the PLC for early morning care. Early Morning care begins at 7:00am. Teachers are not always in their classrooms to supervise students who might arrive early, so, for the safety of the children, please see to it that your child checks in with the Morning Care staff.

### **Field Trips**

Field Trips are an enriching part of the curriculum, and are encouraged for each grade level. Teachers will ensure that all field trips have educational value and are in line with the Indiana Academic Standards. Each parent will be asked to sign a permission slip for the trip. It is very important that these be filled out and returned on time. If a child does not have a signed permission slip on the day of the field trip, and the parent cannot be reached, he/she will not be allowed to attend. Information will be given out to parents concerning travel arrangements, costs, lunches, etc. by the classroom teachers. Due to insurance reasons and practicality, siblings are not permitted to attend classroom Field Trips. **Please note that a Background Check and Safe Parish Training are required in order to chaperone a field trip.**

### **Financial Assistance**

Financial Aid is available to school families with financial need. To apply for this, log-on to [www.factstuitionaid.com](http://www.factstuitionaid.com) After completion, please email the office manager at [lpasos@stroselions.net](mailto:lpasos@stroselions.net) to let her know you have completed one. All applications are made through FACTS Grant and Aid Management, and final decisions are made by the local scholarship committee.

### **Grievance Procedure**

An important skill for children as well as adults is effective communication and resolving conflicts in a Christian manner. In keeping with the Church's principles, problems or conflicts should be resolved at the lowest level possible. Thus, it would be advisable that persons having a disagreement or conflict would go directly to that person before going to that person's superior.

All persons involved should keep concerns or disagreements private, to avoid defamation of character. If a parent has a concern about a teacher, it is only just that the parent discusses the difficulty first with the teacher. If a parent is reluctant to confer alone, the administrator may offer to be present at the conference. Requiring persons to work out their difficulties mutually is consistent with the Gospel teachings of Jesus.

With these considerations in mind, the St. Rose of Lima School Commission requires that any parents/guardians having a complaint or concern regarding their children in St. Rose of Lima School may be heard by the School Commission, provided that they have attempted to resolve the problem first by:

1. Discussing the problem with the teacher (if appropriate)
2. If not satisfied, discussing the problem with the teacher, parent and principal together.
3. Parent meets with the Pastor at a time and place appropriate and convenient to both parties.
4. If concerns are still not resolved, the parent contacts any member of the School Commission who will, in turn, notify the chairperson so that the complaint may be put on the next agenda. The Pastor will inform the School Commission of his meeting with the parent/teacher/principal and student.

All complaints heard by the School Commission will be heard in Closed Session, that is, School Commission members only and the parent/guardian bringing the complaint. The involved teacher and/or principal will then be heard separately, also in closed session. The parent/guardian will be advised at a later date as to the disposition of the matter by the Commission and its decision will be considered final.

**Guideline for Catholic Schools on Respecting Persons  
(Executive Director of the Office of Catholic Education, January 2011)**

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers, and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a students will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone,

iPad, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

### **Harassment**

St. Rose of Lima School is committed to providing and maintaining a learning environment that is free from harassment. A person is being harassed when he/she is repeatedly and deliberately exposed to negative actions on the part of one or more persons. The most common forms of harassment are physical, social, and verbal. Physical harassment may include but is not limited to: hitting, kicking, tripping, or destruction of property. Social harassment may include but is not limited to: gossiping, leaving someone out, lying about someone, obscene gestures, and cyber bullying. Verbal harassment may include but is not limited to: teasing, insulting, spitefulness, racist comments, or threatening to harm someone.

Bullying is a form of harassment. St. Rose of Lima School recognizes that bullying is disruptive, damaging, and sometimes violent. Bullying is defined as physical or psychological intimidation which may occur repeatedly over time to create an ongoing pattern of abuse and harassment. Bullying can sabotage any school, making it a painful and harmful place for targeted students and a place where witnesses to bullying fear becoming the next victim. Bullying, the most common form of violence found in schools, significantly impairs achievement in targeted students and in those students who fear becoming victims of bullying.

Increasingly common in schools is Cyber-Bullying. This type of harassment involves the use of technology as the vehicle for the harassment. Cyber-Bullying includes social and verbal harassment in the form of menacing phone calls, text messages, or messages posted on social networking sites such as Instagram, Snapchat, Twitter, or Facebook. Students found to be harassing classmates through the use of technology will be subject to disciplinary action.

An important element to this issue is the silent bystander to bullying/harassment. All students are expected to stand up for victims and report bullying behavior. Bystander reports of inappropriate behavior are not considered “tattling”, rather, it is considered promotion of Christ-like behavior and dignity for both the victim and the perpetrator. Students are to show respect to all persons at all times. Harassment in any form is strictly prohibited. All reports of unwelcome, offensive or inappropriate behavior will be promptly and thoroughly investigated. Students found to be in violation of this policy will be subject to appropriate and corrective or disciplinary action, which may include required assessment and counseling (at parent expense), detention, suspension, or expulsion. If the investigation results in determining that criminal action has taken place the information will be turned over to the proper authorities.

If a student is investigated for harassment a conference is held with the principal, classroom teacher, and parent. A written investigation report will be furnished upon completion of the investigation detailing the outcome. All parties involved will sign the investigation incident report. This document will be kept on file.

Students are expected to report incidents at school or at a school related event to a teacher, staff member, coach, chaperone, or administrator. Each incident should be reported promptly.

### **Health Screenings**

State law requires that certain health screenings be provided to all students according to the guidelines set by the Department of Health. Health Screenings are performed by the school Nurse and assistants. Permission for vision and hearing is assumed unless the parent/guardian notifies the office in writing.

The suggested grade levels for health screenings are as follows:

- Vision Screenings: 1st and 3rd grades
- Hearing Screenings: Kindergarten, 1st, 4th and 7th grades

Parents will be notified when the health screenings will take place. All St. Rose students, beginning in kindergarten, are allowed to be screened if a parental request is made in advance. Typically, notification of results will only be given to the parents whose children fail a screening, in which case it is recommended that the family follow-up with the family physician. No personal data is ever reported to the state, or viewed by anyone other than the school nurse and, if necessary, the principal and classroom teacher.

### **Homework**

Homework in the elementary and middle school will be a regular occurrence. The teachers are aware of the age appropriateness of the amount of homework they assign. If you feel that your child is having a problem with the amount or difficulty of homework, please bring it to the attention of the teacher right away. Below are guidelines for the amount of time appropriate for students to spend on homework each night:

- K - 2: up to 30 minutes
- 3 - 5: 30 - 60 minutes
- 6 - 8: 60 - 90 minutes

### **Immunizations**

By Indiana State law, your child needs to show proof of proper immunizations before he/she can begin school. Please check with your doctor to make sure you are up to date. A copy showing proof of immunization must be sent to the office on or before the first day of school for all students entering Pre-School,

Kindergarten, and 6th grade. Additionally, students transferring from another school must show proof of immunization before being admitted to St. Rose. Failure to show proof of immunization will result in your child being held out of school.

### **Internet Policy**

The internet has become the preferred means of obtaining and transmitting information, therefore, our students will have the opportunity to use the internet when appropriate. Student use of the internet at school will be carefully monitored by all school faculty and staff, and misuse will result in the suspension of internet privileges for that student. All students must have a signed Internet User Agreement form on file in the office before being allowed to use the internet on school computers.

Parents are encouraged to monitor student Internet and e-mail use at home. Instant messages, e-mails, and websites that harm the character and well-being of another student, while done outside of school, fall under our discipline policy because the relationship between students may be affected within the school.

### **Liturgy**

Weekly Liturgy is the highlight of our week as Catholic School Students. All School Liturgies are held on Friday mornings at 8:30. Our children participate in the Liturgy through singing, praying, assisting on the altar, reading, and carrying up the gifts. Classes take turns preparing the liturgy.

Catholics and Non-Catholics alike celebrate the liturgy together. Please know that parents/family members are welcome and encouraged to attend our Liturgies! Non-Catholic parents and students are also welcome and encouraged to come forward to receive a blessing during Communion.

### **Lost and Found**

There is a Lost and Found located in the atrium. Children who are missing items should go to the atrium and request to look through the container for them. Parents are also welcome and encouraged to check the lost and found periodically for items left by your children.

- **NOTE:** PLEASE, mark your child's name or initials on all items of clothing and belongings. Unclaimed items will be donated or thrown out at the end of each quarter!

### **Lost/Damaged Textbooks**

Students are loaned textbooks for use during the school year. The book fees paid by our families cover the price of rental for the books but do not cover the total cost of all books and materials used. These books must be kept in good condition and returned at the end of the book's use in that class. Any books that are lost or damaged beyond usability must be paid for by the student and/or parents.

## **Lunch Program**

Lunch begins at 11:00 for students in grades Pre-K – 1, 11:30 for students in grades 2 - 4, and at 12:00 for students in grades 5-8. A hot lunch program for our students is available at a cost of \$3.25 per day. This amount includes the cost for milk. Parents are asked to pay for their child(ren)'s lunches in advance. Parents can check their lunch account balance at EZSchoolPay.com. Parents wishing purchase a hot lunch to eat with their child may do so for \$4.60.

Students may bring a lunch from home in a lunchbox or bag if they wish and purchase milk for 50 cents each. Lunch money may be sent to the school office in an envelope marked "lunch" with the child's name. Free and Reduced Rates are available to families with that need. Call the school office for more information.

Refrigeration and microwave service for food items brought from home is not available. Perishable items must be kept cold with an ice pack or similar cooler. Students may, if desired, bring juice boxes for lunch. **Soda pop/carbonated beverages and fast-food meals are not permitted.** Parents who wish to bring a child lunch are asked to do so at the beginning of the lunch period. **Please also note that carbonated beverages are not allowed.** Lemonade, milk, juice or water are all acceptable.

## **Medication Policy (taken from Archdiocesan Policy No. 2008-02)**

Parents (guardians) have a responsibility to confer with their physician or other medical practitioner to arrange medication intervals to avoid administration of medication outside the home whenever possible. When medication absolutely must be given at other times outside the home, parents (guardians) shall provide explicit written instructions including instructions as necessary from their physician or other medical practitioner regarding the need for prescription medication or specific medical care. Parents (guardians) shall also provide written permission for non-medically trained school, parish or archdiocesan personnel to oversee the self-administration of medication or necessary routine medical care by the child depending upon the age and capability of the child or youth.

### **Administration of Prescription Medications:**

1. School age children and youth (grades PreK-12) are not permitted to carry prescription medications on their persons except as designated in Rule #4 (re: inhalers).
2. All prescription medication, including Epi-Pens, to be administered during school or program hours for children in grades Pre-K-8 must be delivered by the parent (guardian) or another adult designated by the parents directly to the

school principal or administrator-in-charge (or his/her designee). Likewise, medication may only be sent home with the parent (guardian) or another designated adult.

3. The medication must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration.

4. The medication shall also be accompanied by written permission from the parent (guardian) allowing non-medical staff to oversee administration of the specific medication. The permission note shall state:

4.1 Name of child/youth

4.2 Name of medication

4.3 Diagnosis or the reason the medication is to be taken

4.4 The appropriate dose, method of administration (i.e., by mouth) and specific instructions (i.e., take with food, etc.)

4.5 The time or times of day (hours) medication should be taken

4.6 The start date and number of days the medication is to be taken

4.7 Any known side-effects of the medicine and/or symptoms of the condition being treated and

known tolerance to medicine (i.e., previous side effects, etc.)

4.8 In most cases, Catholic schools, parishes and archdiocesan programs for children and youth will not have the direct onsite services of nurse or other trained medical personnel. In the absence of such personnel, the school principal, administrator-in-charge or his/her designee or a designated backup person will ordinarily aid and observe a child in the self-administration of medication.

4.9 Directions for administration of prescription medications must be sufficiently clear for complete understanding by staff personnel who are not medically trained. If not, the principal or administrator-in-charge may require supplemental written instructions from the prescribing physician or other medical practitioner, especially regarding any possible side-effects of the medicine or symptoms of the condition being treated.

4.10 There may be severe cases in which administrators-in-charge may feel that they cannot ensure the appropriate care for the child or youth, especially when no medically trained person is available. In these cases, the parent (guardian) may be asked to be present or provide appropriate help to administer the medicine or medical care as needed. In a few of the most severe cases, where the administration believes the health and safety of the child/youth or others may be compromised; the school, parish or archdiocesan program reserves the right to preclude the enrollment or participation of a child/youth if appropriate medical care and safety cannot be maintained.

**Non-Prescription Medications (including analgesics, natural medicines and vitamin supplements, etc.):**

1. Children and youth are not permitted to carry non-prescription medications including (herbs, enzymes, oils, etc.) on their persons.

2. All non-prescription medication to be administered during school or program hours for children in grades Pre-K-8 must be delivered by the parent (guardian) or another adult designated by the parents directly to the school principal or administrator-in-charge (or designee). Likewise, such medication may only be sent home with the parent (guardian) or designated adult.
3. In general, administrators should avoid taking parent (guardian) permission for the unplanned administration of non-prescription medication over the phone. If permission is taken this way it should be fully documented in writing. Permission via e-mail is a better alternative.
4. The school or youth-serving program shall not stock and/or dispense non-prescription medications to children/youth other than those provided by the parents (guardians). Likewise, staff or volunteers shall be advised not to dispense non-prescription medications to children or youth from their personal supplies (See details in Rule 3.9).
5. Non-prescription medication shall be delivered directly to the office accompanied by a written note from the parent (guardian) giving permission for staff to oversee self-administration of the specific non-prescription medication (including natural medications, vitamin supplements, etc.). The note shall state:
  - 6.1. Name of child/youth
  - 6.2. Name of medication
  - 6.3. The reason the medication is to be taken
  - 6.4. The appropriate dose, method of administration (i.e., by mouth) and specific instructions (i.e., take with food, etc).
  - 6.5. The time or times of day (hours) medication should be taken
  - 6.6. The start date and number of days the medication is to be taken
  - 6.7. Any previously known side-effects of the medicine and/or symptoms of the condition being treated and tolerance to the medicine.
  - 6.8. The non-prescription medication must be delivered in the container in which it was purchased.
  - 6.9. Treatment with a non-prescription drug on a daily basis over a prolonged period of time should not be continued without a required medical evaluation and written instructions for continuance of treatment by a physician or other medical practitioner (i.e., taking an aspirin for a headache every day for a month).
  - 6.10. In most cases, Catholic schools, parishes and archdiocesan programs will not have the services of nurse or other trained medical personnel. In the absence of such personnel, the school principal, administrator-in-charge or his/her designee or backup person will aid and observe a child or youth in the self-administration of the non-prescription medication.

**Confidentiality:** All permission forms, medical instructions, etc. shall be kept in a secure location to ensure privacy and confidentiality. Principals must ensure the confidentiality of all medical information entrusted to them and share this with other staff and volunteers only on a professional “need to know” basis as necessary for treating the child.

**Permission:** In Catholic schools all permission for medications expires at the end of the current school year and must be renewed for the new school year. In other child and youth-serving programs that may sponsor day or overnight trips where medication or care may be required, medical information and permissions may be required on a per event basis to ensure that information and instructions are current. Administrators-in-charge will need to consider this requirement on a case-by-case basis. **Medication shall not be administered to children or youth for any reason without express permission of the parents (guardian). Permission should be in writing, including by e-mail, or fully documented in writing if taken by phone. This includes analgesics such as aspirin, acetaminophen and ibuprofen; cough drops, cough medicine, cold remedies and other over-the-counter medications. Such items are not to be stocked and/or dispensed by the school or youth-serving program. Administration of routine first aid treatments for minor cuts, scrapes and bruises is generally acceptable.**

### **Possession and Use of Inhalers**

Children and youth are generally permitted to possess inhalers for asthma and other respiratory conditions and to self-administer the prescribed medication as necessary provided the following conditions are met:

1. A written request is received from the parent (guardian) documenting the order of a physician or other medical practitioner.
2. A statement from the parent (guardian) acknowledging that the school/parish/archdiocese is not responsible for ensuring the medication is taken and relieving the school/parish/archdiocese and its employees of responsibility for the benefits or consequences of the child/youth using or not using the prescribed medication.
3. A written statement from the physician or other medical practitioner that states:
  - 3.1. Name of child/youth
  - 3.2. Name of inhaled drug
  - 3.3. Prescribed dosage, exact method of administration and any specific instructions
  - 3.4. The time or times of day (hours) medication is to be taken
  - 3.5. Start date and length of time medication is prescribed
  - 3.6. Reason medication is needed
  - 3.7. Potential serious reaction or side effects of the medication
  - 3.8. Emergency responses that may be necessary
  - 3.9. If child is qualified and able to self-administer the medication
  - 3.10. The child/youth shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.
  - 3.11 The student shall notify the teacher or other staff member immediately following each use of an inhaler in case follow-up response is needed.
  - 3.12 Violations of these conditions by the child/youth may result in immediate disciplinary action including reversion to staff-monitored use of the inhaler.

### **Students With Chronic Conditions**

(Examples: severe allergies, anaphylactic shock, epilepsy, diabetes, severe asthma, etc.)

1. Parents (guardians) of children with chronic conditions requiring specific treatment or possible emergency responses are requested to meet with the principal and teachers each year to develop a health care plan.
2. If a plan requires special accommodations (i.e., for a peanut allergy), the accommodations must be reasonable and able to be accomplished successfully within the routines of the school. Basic first aid will be provided for minor injuries. Parents will be notified of any injuries to the head, or injuries involving excessive bleeding, bruising, or swelling.

If your child has allergies, please be sure to notify the office and classroom teachers. It is important that we know all procedures for handling an allergic reaction, should one happen during the school day. Students with severe allergies are required to have a medical plan, developed by the child's primary care physician, on file in the office. Medical plan forms may be obtained by calling the school office.

### **Monday Morning Assemblies**

On Mondays, all students, faculty and staff gather in the PLC for prayer, pledge, and announcements. Prayer services are planned often, and many of them are led by the students themselves. Major announcements for the week are also reviewed. All students should remember to report directly to the PLC on Monday mornings. Parents are welcome and encouraged to join us for Mission Monday Morning Assembly.

### **Money**

All money sent to school should be in an envelope marked with the child's name and what the money is for (lunch, extended care, book orders, etc.).

### **PowerSchool**

PowerSchool is the web-based software service that St. Rose uses to allow parents online access to their student's assignments and grades from any computer with a connection to the internet. Login information will be sent home at the beginning of the year.

### **Non-Catholic Families**

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

## **PRIDE**

PRIDE is the Parent/Teacher organization for St. Rose of Lima School, of which all parents are members. The purpose of PRIDE is to be the supporting organization for the school and a means for parents to volunteer and assist at school functions. PRIDE holds its meetings monthly at the school from 6:30-7:30 p.m. All parents are welcome and encouraged to attend! Childcare is usually available. See the school calendar for the meeting schedule. Students who have a parent in attendance at PRIDE meetings will receive a NUT Certificate (Out-of-Uniform Pass).

## **Student Progress**

**Report Cards:** Reports of student academic progress are issued at the end of each academic quarter for PreKindergarten - 8th grade. Pre-School children receive skills-based report cards at the end of each quarter. Report cards should always be looked over carefully by the student and parent, signed by the parent, and returned to school.

Throughout the school year, parents can access their child's grades by logging in to Powerschool . Login information can be obtained in the school office.

Our grading scale is as follows: **5<sup>th</sup> -8<sup>th</sup> Grade**

A	100-93
B	92-85
C	84-76
D	75-70
F	69 and below

### **PreK- 4**

- E** Exemplary demonstrates a deep and meaningful understanding of key concepts and consistently applies them at grade level.
- M** Mastery demonstrates an understanding of key concepts and consistently applies them at grade level.
- P** Partial Mastery demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level.
- N** Non-Mastery demonstrates little understanding of key concepts and/or rarely applies them to grade level without support.

<u>A-B HONOR ROLL Grades 2 – 5:</u> 1. Students must have E's or M's in Reading, Math, Science/Health, Religion and Social Studies. -- No	<u>A-B HONOR ROLL Grades 6-8:</u> Average of (Core Classes counting 80% and specials 20% towards):  96-100 High Honors
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<p>P's or lower</p> <p>2. Students must have a "M" or higher in the following areas: Computer • Art • Technology • Physical Education • Music</p> <p>3. Students must have an "M" or higher in all areas of Citizenship, Behavior &amp; Work Habits</p>	<p>91-95 Honors 87-90 Honorable Mention</p> <ul style="list-style-type: none"> <li>• If a student places in the High Honors or Honors categories, but has any C's, they will receive an Honorable Mention. They cannot then earn Honors or High Honors.</li> <li>• D's, F's, or U's in any class (core or specials) will disqualify a student from all Honor Roll categories.</li> </ul>
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**Parent/Teacher Conferences:** Parent conferences for grades PreK-8 are scheduled toward the end of the first quarter. At least one parent/guardian must attend this conference. After the first quarter, the parent or teacher may request to have a conference. Preschool conferences are held in May to review progress and discuss plans for the following year.

Kindergarten Bound students will receive Quarterly Progress Reports. These reports will monitor progress and benchmarks. At any time during the school year, the teacher or parent may request a conference.

**Promotion:** Students who have completed the work to the best of their ability are ordinarily promoted to the next grade level. Students are expected to have an overall passing average of the year's work to qualify for promotion.

**Retention:** A student whose work is poor and who is absent 30 or more class days will be automatically considered for retention. The recommendation for retention will be made by the teacher and discussed with the parents. Parents and teachers will be in contact as early as the second quarter if the possibility of retention exists.

**Release of Student Records**

According to the Family Rights and Privacy Act of 1974, parents or guardians of a child are permitted to inspect and review educational records relating to the student. Contact the school office if you wish to see your child's records.

Upon withdrawal from the school, student records will be released when a formal request is received by the school office. All school accounts must be current in order for records to be released.

**Recess**

All students in grades PreK-4 will have a recess period prior to lunch each day of the week. Recess will take place outside, weather permitting. Please be sure your child is dressed for the weather each day, including jackets, hats and gloves when necessary. It is

the general rule that we go outside until the temperature or wind chill dips below 25 degrees, or when there is rain. When outdoor recess is not possible, recess will take place in the classrooms.

### **Room Use**

Requests for use of the PLC or other rooms in the school for school or parish functions must be made to the school office. Failure to do so will result in non-use of the room. Once approval is obtained, the group requesting use of the room assumes responsibility for all set-up, clean-up, and any damage sustained during the event.

### **Sacramental Preparation**

At St. Rose School, the children are prepared for First Reconciliation and First Eucharist in 2nd grade. Proof of Baptism must be presented at this time. Parents of 2nd grade children will have First Eucharist and First Reconciliation informational meetings throughout the 2nd grade year. If you have an older child who has not received these sacraments, please contact the school office for more information.

### **Safety**

It is of the utmost importance that our children are safe in their school environment. A number of initiatives have been put in place for the safety and security of our students. The doors to the school will remain locked during school hours. A buzzer and remote entry system have been installed on the main entrance, which will alert school staff to the presence of a visitor. All visitors must sign-in at the school office before proceeding to a classroom.

In addition to keeping our students safe from outside threats, it is also important to protect them from any threat inside the school. It is, therefore, prohibited for any student to bring to school any item that could be considered a weapon. Examples include, but are not limited to: guns of any kind, knives of any kind, other sharp objects that could harm, and any other item that causes a teacher or adult in charge to take action to protect our children. Tobacco and Alcohol are considered drugs in school settings and must never be brought to school. Possession of these items is cause for immediate suspension from school and conference with parents, the pastor, the principal, and, in some cases, the Police Department.

In the same way, prescription or over-the-counter drugs that are not being used by the child under medical or parental supervision must never come to school. Action will be taken in the same manner as the weapons policy actions.

## **Social Events**

Social Events are held occasionally throughout the year. Student attire at these functions is outlined in the Uniform Code section. All students should remember that school rules regarding behavior are in effect at all school sanctioned functions. Students not abiding by these rules may be asked to leave the function or have parents called. Note that students younger than Middle School grades must be supervised by a parent/guardian at all school functions. Middle School students are not permitted to supervise younger siblings.

## **Special Services of Johnson County**

St. Rose is fortunate to have a good working relationship with Special Services of Johnson County. A full range of educational services are available to our students, including educational testing, speech, physical therapy, and occupational therapy. If at any time you feel your child may need help in the area of academics, speech, hearing or vision, please contact your child's teacher for a referral conference. Upon the request of the parent or the classroom teacher, a St. Rose student may begin the testing procedures necessary to determine if a child does have special educational needs above and beyond what the normal classroom setting is offering. The testing will be performed, with parental consent, by the staff of Special Services. Upon completion of the tests, if a St. Rose student does qualify for services, the school psychologist will conference with the teacher, principal, and parents to determine the best possible intervention.

## **Student Council**

St. Rose School has an active student council that helps to set service and social activities for the student body throughout the year. The officers are elected in the fall and must be enrolled in 5th through 8th grade. Each classroom, K-8, will also elect one classroom representative. Student Council representatives must be in good standing both academically and behaviorally.

## **Suspensions & Expulsions (taken from Archdiocesan Policy No. 2008-01)**

In cases of serious or repeated misconduct, it may be necessary to impose a suspension or expulsion on the offending student.

1. Suspension is defined as a temporary removal of a student for more than one (1) day from attendance in classes or at school and school activities as a penalty for serious or repeated misconduct. Suspensions can be served "in school" – the student is not allowed to attend classes and school activities, but stays at school; or "out-of-school" – the student is not allowed to attend school and school activities. Suspensions can generally be from two (2) to ten (10) school days in length and may be served with or without credit for school work completed during the suspension, depending on local school rules and practice.
2. Expulsion is defined as long-term or permanent removal of a student from attendance at school and school activities as a penalty for extremely serious or repeated misconduct. Expulsions are generally for over ten (10) days and usually

for not less than the remainder of a semester, up to and including permanent removal from attendance at the school.

3. In all cases involving removal of a student from classes or from school attendance for more than one (1) day, a simple procedural fair process is to be afforded the student and parents. This means that basic rules and procedures are to be in place and used to ensure fundamental fairness in making such decisions. Simple procedural fair process should involve the following three elements in various degrees depending on the gravity of the offense and penalty:

3.1. Notice: Notification of the nature of the offense with which the student is charged and a statement of the intention of the school to invoke a suspension, expulsion or exclusion.

3.2. Opportunity to be Heard: A meeting with school officials is offered in which the student and/or parents are allowed to hear a recitation of the infractions and if the student denies the charges, a summary of evidence; tell his/her side of the story and to speak against the proposed penalty. This is normally followed by written notice of the decision to suspend or expel the student or announcement of an alternate decision.

3.3. Opportunity for Review of the Decision: The written notice of suspension or expulsion indicates that the student or parent may request the opportunity to have the decision reviewed by the pastor.

4. In some cases it may become necessary to immediately remove a student from the school, especially if he/she presents a danger or a threat to himself or others. In these cases simple fair process should follow as quickly as possible afterwards to formalize the suspension.

5. A student may also be suspended from attendance at school pending a possible expulsion, especially when his/her presence in the school could threaten or send a negative message to other students.

6. A student or student's parent who fails to respond to a notice of suspension, expulsion or exclusion within the stated limits may forfeit all provisions for further fair process or review at the discretion of the school administration.

### **Technology**

Students in Grades 3 – 8 have one-to-one access to Chromebooks. Students in Grades K-2 have occasional access to Netbooks, IPADs and Chromebooks.

**Personal electronics must stay at home as we provide needed access to technology at school.**

Technology is also the primary means of communication for the school. All newsletters and announcements will be posted on the school website at [www.stroselions.net](http://www.stroselions.net) and communicated through e-mail. All parents are encouraged to have an e-mail address and check it regularly.

### **Telephone Use**

The school office phone is for school use only. Students who wish to go home with a friend, stay after school for activities, etc., should clear this with parents

before coming to school. Students will not be allowed the use the phone during the school day to make plans for after school.

NOTE: If an after school event is cancelled for an unforeseen reason, students will always be allowed to contact their homes to arrange transportation.

### **Transportation of Students**

Students at St. Rose may be transported on field trips to locations away from school. The method of transportation might be bus, car, or walking, depending on distance. If car drivers are used, all precautions are taken to ensure your child's safety. Students in Pre-School through grade 2 will need to provide booster seats if transportation will be by car.

### **Tuition**

Tuition is the main source of funding for St. Rose School, therefore it is essential that it be collected in a timely fashion. Parents may choose to pay the tuition in full prior to the beginning of the school year, or they may choose to pay the tuition over 10 months. Parents who opt to pay over the 12 month payment plan must enroll with FACTS Tuition Management Company and have the payments directly withdrawn from a bank account. Please call the school secretary if you have questions about either option.

### **Uniform Code**

The uniform code for students at St. Rose School is as follows:

#### **Pre-School Students (Lion Cub)**

There is no uniform code for Pre-School students. Please follow these guidelines:

- Dress for the weather in clean, comfortable clothing
- Socks must be worn
- No tank tops or spaghetti straps
- No heels above 1", "Crocs" or "Heelies" – **tennis/athletic shoes are recommended**
- Hem of skirts or shorts must come with 2" of top of knee
- Shorts are worn until Fall Break and after Spring Break
- No baggie or low-rise pants
- Snow boots may not be worn during the school day
- Jewelry section and Make-up/Hair in Handbook applies to preschool

Outside play is encouraged as much as possible, so please be sure to send jackets, hats, and gloves when appropriate.

## **Girls' Uniform: PreK-8**

### Jumper/Skirt:

- St. Rose Uniform Plaid or Solid Navy/Khaki Jumpers or skirts
- Jumpers for PreK-4 only
- Available through French Toast
- Hem must come within 2" of top of knee
- NO POLO DRESSES

### Pants:

- Solid Color Navy or Khaki Cotton Dress Twill or Corduroy
- No decorations, logos, etc.
- No baggy, low-rise, or cargo-style pants
- Belts must be worn beginning in 4th grade
- Pants must be worn at the waist

### Shorts:

- May be worn until Fall Break and after Spring Break
- Navy or Khaki – Cotton Dress Twill (No Denim)
- Walking length – No shorter than 2" above knee

### Blouses/Shirts:

- Solid White or Navy – No decorations except optional school logo
- Polo or Blouse style, must have a collar
- Turtlenecks are also allowed in colder weather
- SHIRTS ARE TO BE TUCKED IN FOR Grades 1-8
- 8<sup>th</sup> Graders may wear their class shirts

### Sweaters:

- Solid Colors – White or Navy
- Crew necks, V-necks or Cardigans

### Sweatshirts

- St. Rose sweatshirts are the only ones allowed and must be worn with a collared uniform shirt underneath
- Plain sweatshirts are not allowed

### Socks:

- Ankle or Knee Socks of any design as long as they are school appropriate
- Socks must be worn at all times

### Tights:

- Solid Colors, no decorations – White or Navy only, opaque or cable knit
- Leggings are not allowed

### Shoes:

- Casual Dress or Athletic Shoes
- No Sandals, "Crocs", or "Heelies"
- For safety reasons, heels should be 2 inches or less
- Snow boots may not be worn during the school day

Jewelry/Accessories:

- Small stud earrings only, no large dangly or hoop style earrings
- Only one earring per ear
- All other jewelry should be conservative and not disrupt the classroom atmosphere
- No Tattoos – permanent or temporary
- No other body piercing allowed

Make-up/Hair:

- Minimal make-up is allowed beginning in 6th grade
- Hair styles should not be distracting, bangs must be out of eyes
- Feather extensions are not allowed
- Only natural hair color is permitted

**Boys' Uniform: PreK-8**

Pants:

- Solid Color Navy or Khaki
- Cotton Dress Twill or Corduroy
- Belts must be worn at all times beginning in 4th Grade
- No baggy, low rise, or cargo-style pants

Shorts:

- Navy or Khaki -- Cotton Dress Twill (No Denim)
- Walking length – no shorter than 2" above knee
- Worn until Fall Break and after Spring Break

Shirts:

- Solid White or Navy
- Polo or Oxford style
- No decorations except school logo
- Turtlenecks are also allowed in colder weather
- SHIRTS ARE TO BE TUCKED IN FOR Grades 1-8
- 8<sup>th</sup> Graders are permitted to wear their class shirts

Sweaters:

- Solid Colors – White or Navy
- Crew necks, V-necks or Cardigans

Sweatshirts:

- St. Rose sweatshirts are the only ones allowed and must be worn with a collared uniform shirt underneath

Socks:

- Ankle or regular socks as long as they are visible
- Any color or design as long as they are school appropriate
- Socks must be worn at all times

Shoes:

- Casual Dress Shoes or Athletic Shoes
- No sandals, "Crocs", "Heelies"
- Snow boots may not be worn during the school day

### Jewelry:

- No earrings
- All other jewelry should be conservative and not disrupt the classroom atmosphere
- No body piercing
- No Tattoos – permanent or temporary

### Hair:

- Collar length or shorter, bangs must be out of eyes
- No distracting styles
- Only natural hair colors are permitted

### **Additional Uniform Reminders**

1. Students in Grade 8 may wear their 8th grade class shirt on any day, including mass days.
2. Please put your child's name in all clothing items. This helps us to return lost items.

### **Out-of-Uniform Dress Code**

There are several times during the school year when students are allowed to be out of uniform. On these special days, and during all school-sponsored events taking place after school hours, students are expected to follow the out-of-uniform dress code. Please note the following:

- Clothes should be modest
- No clothing with tears or holes
- No "spaghetti straps" or strapless tops, straps need to be at least 1" wide
- No bare mid-riffs
- No "short shorts". Skirts and dresses should be of modest length. Shorts and skirts must be finger-tip length or longer.
- No low-rise pants

Any uniform or dress code item not included in the Uniform Code or Dress Code sections should be considered unacceptable until you have consulted the principal.

### **Valuables**

St. Rose discourages the practice of students bringing large amounts of money or expensive toys/games to school. Many times there is not a proper storage place for these items that will guarantee them from being lost, stolen or damaged. Please encourage your children to leave such things at home.

## Visitors

**All visitors (including parents) need to sign in at the office and get a name tag.** Parents are welcome at school whenever they like. It is appropriate, though, to let the teacher know a day before that you will be here so that she can prepare a place for you and to minimize disruptions in class. Please check in at the school office at all times before going to your child's classroom.

Please remember that the doors to the school are locked at all times. Visitors must ring the bell and identify themselves before being admitted to the school building.

## Volunteers

Volunteers are at the heart of everything we do here at St. Rose of Lima Catholic School. They are vital to our success. It is the goal of our School Commission that every family be fully engaged in the school community. **It is asked that each family commit to a minimum of 15 hours of volunteer service to the school over the course of the school year.** Volunteer tasks include, but are not limited to, the following: assisting in the classrooms, assistance with cleaning/maintenance tasks, assisting at extra-curricular events, serving as a room representative for PRIDE, serving as a PRIDE officer, helping organize/carry out fundraisers, coming to conferences, etc. It should be noted that the following do not qualify for service hours: chaperoning a field trip, attending PRIDE meetings, participating in fundraisers. If services hours are not complete, families will be required to pay \$100 at the end of the year. Volunteer hours will be logged and recorded by the school principal. There will be a volunteer binder to sign in and out of for school day volunteers as well.

**Wellness Policy:** The Archdiocese of Indianapolis Catholic schools are committed to providing school environments that promote and protect children's health, wellbeing, and ability to learn, by supporting healthy eating and physical activity. Therefore, it is the policy of the Archdiocese of Indianapolis Catholic Schools that:

- Schools will engage students, parents, teachers, food service staff, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. Schools participating in the National School Lunch and/or Breakfast Programs will meet the guidelines set forth by USDA for all foods sold at school, including the Smart Snacks in Schools Standards.
- Schools will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and will provide clean, safe, and pleasant settings and adequate time for students to eat.

The School Wellness Committee, consisting of parents, teachers, staff, administration and health professionals, will develop, implement, monitor, review and, as necessary, revise school nutrition and physical activity policies. The full policy and guidelines may be found on the St. Rose school website.

**Right to Amend**

St Rose of Lima Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the Newsletter or through email communication.

St. Rose of Lima Catholic School  
114 Lancelot Drive  
Franklin, IN 46131

School Phone: (317)738-3451  
School Website: [www.stroselions.net](http://www.stroselions.net)

**Handbook Signed Form**

**I have read the handbook and understand the requirements for attending St. Rose of Lima Catholic School.**

**Family Name**\_\_\_\_\_

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**Please return to the office by August 31, 2022.**