



St. ROSE OF LIMA SCHOOL

Rooted in Faith. Thriving in Academics.

PARENT/STUDENT HANDBOOK 2020-2021

**St. Rose of Lima School
40 Church Hill Road
Newtown, CT 06470
(203) 426-5102
www.stroseschool.com**

Principal: Mr. Bardhyl Gjoka

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

**St. Rose of Lima School
2020-2021 Addendum to the Parent-School Handbook**

We recognize the need for students to attend school in-person to the degree that health conditions allow. AS such, we have developed plans to increase the safety of everyone at St. Rose of Lima School by changing how we use our space and implementing new practices that allow for personalized learning during times of pandemic.

Guidelines:

Classrooms: Physical Distancing

- St. Rose of Lima School can accommodate the entire student body in the building for five full days.
- The number of seats in the classrooms have been calculated according to CDC regulations.
- Students in grades K-8 will be seated according to social distance directives from the CDC facing the same direction. Preschool classrooms are set up to allow approx.35 square feet per student.
- Teachers will meet with students in small groups if they can find the space to do so safely at the teacher's instructional table and/or requiring the students to wear masks.
- Unnecessary furniture has been removed, as well as throw rugs, toys and games and any other materials that cannot be easily sanitized.
- All students need to have their own supplies per the grade level supply list.
- Shared items (toys etc.) will be disinfected regularly.
- Movement in the classroom by students will be limited.
- The number of adults interacting with the students will be limited. A procedure to document who has contact with the students in the classrooms has been established.
- Accommodations are in place to have art, music, foreign language, and innovation lab for all classes in addition to the required courses.

Outline of Schools Day

Parents are required to take their child(ren)'s temperature prior to leaving for school. The recorded temperature should be sent to the homeroom teacher and main office prior to your child(ren)'s arrival at school. If your child has a temperature of 100 or above, then they should not come to school and their absence should be reported to the homeroom teacher and main office.

7:30-8:00 Student arrival

- Students arriving by bus will be dropped off at the main entrance.
- Students arriving by car will be dropped off by stairs near the soccer field.
- Elementary/Intermediate Students will enter via door under red awning.
- Middle School students will enter via the door by the main office.

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

- Student temperatures will be checked by the homeroom teacher, prior to entering the classroom.

8:05-8:09 Prayer/Announcements

8:12 Period 1 begins.

1) Breaks/Lunch/Recess

- a) There will be one 20 minute “breaks” in the am (scheduled between 9:00-10:30); students will have a temperature check at the beginning of this break.
- b) There will be a 20 minute lunch break (scheduled between 11:00-12:30)
- c) There will be one 20 minute “break/recess” in the pm (scheduled between 1:15-2:15)

2:30 Begin Dismissal Procedures

Refer to upcoming Student Life Updates for more information

Cleaning and Sanitizing Procedures

- Frequent times for handwashing will be provided.
- Sanitizing stations are located throughout the building and sanitizer is located in every classroom.
- Common surfaces will be wiped down frequently according to a specific schedule.

A hydrostatic cleaning machine will be used to disinfect areas with appropriate solution after school hours.

Common Areas

Hallways and Stairwells

- Floors have been marked to establish a traffic flow and social distancing between students.
- The number of students in common areas etc. will be limited.
- The number of people who enter the building during the day will be limited.
- Hand sanitizing stations have been installed throughout the building. Sanitizer is also available in every classroom and office.
- Signage has been posted relating to good hygiene protocol, social distancing and mask requirements in all areas of the school.

Playground and Fields

- At least for the start of the school year 2020-2021, the playground will be off limits.
- The fields and blacktop will be used for playtime and recess for Grades PK-8.
- Please do not send any items (balls, etc.) from home.

Bathroom

- Procedures for social distancing and sanitation are in place. Only 2 students are allowed in the bathroom at any given time.

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

- Surfaces will be cleaned frequently by the custodian using a specific schedule.

Offices

- Plexiglass barriers have been placed on the reception counter in the main office and at the security desk.
- Hand sanitizer is available in all offices

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Table of Contents

| | |
|--|-----------|
| Letter from the Principal..... | 9 |
| St. Rose of Lima School..... | 10 |
| ● History | |
| ● Mission Statement | |
| ● Vision Statement | |
| ● Core Values | |
| ● Purposes and Objectives of Core Values | |
| ● Parent's Role in Education | |
| ● Accreditation | |
| Student Admission..... | 15 |
| ● Admission Information – Nondiscriminatory Policy | |
| ● Financial Obligations | |
| ● Student Records | |
| ● Transfer/Withdrawal of Students | |
| Parent Partnership..... | 18 |
| ● Parents as Partners | |
| ● Home and School Association | |
| ● School Advisory Board | |
| ● Child Custody/Buckley Amendment | |
| ● Communication | |
| ● Change of Address | |
| ● School Calendar | |
| ● Teacher Appreciation | |
| ● Virtus Training | |
| ● Volunteers | |
| ● Weather Emergencies | |
| Daily Protocol..... | 21 |
| ● Schedule | |
| ● Main School Hours | |
| ● Preschool Hours | |

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Table of Contents

Daily Protocol (cont'd)

- Emergency Closings
- School Office Hours
- Drop off/Dismissal Procedures
- Change of Dismissal Procedure
- Car Walk
- Birthday Observances
- Field Trips
- Library
- Lockers
- Lost and Left
- Lunch Program
- Items Brought to School
- Parties
- Sacramental Program
- Returning to School After Dismissal

Academic Information.....27

- Curriculum
- Homework
- Homework due on Vacations/Planned Absences
- Homework Policy Due to Illness
- Grading-Grading Scale
- Report Cards/Progress Report
- Promotion/Retention
- Summer School
- Assessment
- Semester Examinations (Midterms and Finals)
- Policy on Retakes of Assessments for Grades 3-8 ONLY
- Academic Probation
- Cheating

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Table of Contents

| | |
|--|-----------|
| Student Conduct..... | 35 |
| ● Expectations and Responsibilities for Students | |
| ● Attendance | |
| ● Absence during the School Day | |
| ● Dress Code | |
| ● Uniform Regulations | |
| ● Dress Down Days | |
| ● Field Trip Attire | |
| ● Out of Uniform Guidelines | |
| ● Bus Behavior | |
| ● St. Rose of Lima Lunch and Recess Rules | |
| ● Lunchroom Behavior | |
| ● Recess Policies | |
| ● Money | |
| Discipline..... | 50 |
| ● Detention | |
| ● Suspension | |
| ● Expulsion | |
| ● Drugs and Alcohol | |
| ● Electronic Devices | |
| ● Safe Environment | |
| ● Harassment | |

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Table of Contents

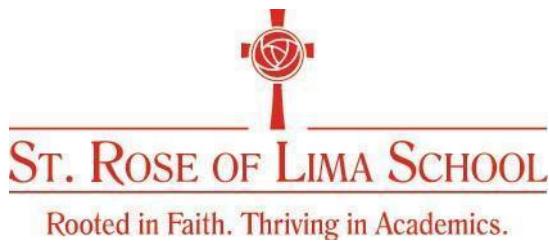
| | |
|--|-----------|
| Student Health and Wellness..... | 54 |
| ● State of Connecticut Requirements | |
| ● Emergency Information | |
| ● Illness Guidelines | |
| ● Medication Administration | |
| ● Injuries and Exemptions from Physical Education Attendance | |
| ● Food Allergy Guidelines | |
| ● Smoking | |
| ● Allergy Policy | |
| ● General Medication | |
| ● Asthma Medication | |
| Student Safety..... | 58 |
| ● Visitors | |
| ● Emergency Drills | |
| ● Student Safety Accidents | |
| ● School Doors and Windows | |
| ● Traffic Safety | |
| ● Fire Safety | |
| ● School Safety and Crisis Intervention Plans | |
| ● Child Abuse Laws | |
| Student Technology..... | 60 |
| ● Internet Engagement.. | |
| ● Technology Engagement | |
| ● Telephone | |
| ● Telephone | |
| Right to Amend..... | 61 |

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Table of Contents

| | |
|--|-----------|
| St. Rose of Lima School Civility Policy..... | 62 |
| | |
| Complaint Procedure for Reporting Inappropriate Behavior..... | 63 |
| ● Formal Complaints | |
| ● Informal Complaints | |
| ● Anonymous Complaints | |
| ● Disposition of Complaints | |
| ● Handling of Complaints | |
| ● Follow Up | |
| ● Reporting and Record-Keeping Obligations | |
| ● Intervention Strategies | |
| | |
| FORMS..... | 66 |
| ● Admissions/Enrolment Policy | |
| ● Acceptable Use Policy – Technology | |
| ● Media Release – Opt Out Only | |
| ● Directory – Opt Out Only | |
| ● Ice Cream – Opt Out Only | |
| ● Acknowledgment of Reading the Handbook | |
| ● Health History Update | |
| ● After School Club | |

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**



St. Rose of Lima School
40 Church Hill Road
Newtown, CT 06470
(203) 426-5102
www.stroseschool.com

Dear Parents and Students,

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

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

The Parent/Student Handbook reflects the policies of St. Rose of Lima School for the 2020-2021 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Rose of Lima School during the 2020-2021 school year.

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

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

God bless you,

Bardhyl Gjoka

Mr. Bardhyl Gjoka
Principal

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

This Handbook is subject to policy revisions per the discretion of the Principal, St. Rose of Lima School and the Diocese of Bridgeport Office of the Superintendent of Schools.

| | |
|-------------------------|---|
| School Address | 40 Church Hill Road, Newtown, CT 06470 |
| School Website | www.stroseschool.com |
| Main School Telephone | 203-426-5102 |
| Main School Fax | 203-426-5374 |
| Pre-School Telephone | 203-426-3405 |
| Administrative Offices: | Mr. Bardhyl Gjoka, Principal Mrs. Mary Jo Bokuniewicz, Dean of Student Life Mrs. Lisa Sweeting, Administrative Assistant Sister Thaddeus Rajca, Spiritual Coordinator Mrs. Karen Coppola, Director of Admissions Mrs. Laura Moulder, Director of Mission Advancement Mr. Larry Rice, Bookkeeper/Tuition |

ST. ROSE OF LIMA SCHOOL

St. Rose of Lima School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Bridgeport Schools Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. At St. Rose, we are attempting to “teach as Jesus did.”

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

We believe, as did the nation’s bishops in the pastoral, *To Teach as Jesus Did*, that “Of the educational programs available to the Catholic community, Catholic Schools afford the fullest and best opportunity to realize the purpose of Christian education among children and young people.” St. Rose of Lima School weaves this philosophy into our programs and implements the benchmarks set by the National Standards for Catholic Schools <http://www.catholicschoolstandards.org/standards> in its educational programs.

History

St. Rose of Lima School opened its doors in 1958 in response to the vision of the Most Reverend Lawrence J. Sheehan, Bishop of Bridgeport. Staffed initially by the Sisters of Notre Dame de Namur, the school served children in grades one through five, and, as the program and needs grew, the school began offering an educational program for students in grades six through eight three years later. In 1989, a full-day Kindergarten program was implemented. This Kindergarten program was the only full-day program in Newtown until 2015 when the Newtown public schools initiated a full-day Kindergarten program.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

History (Cont'd)

In 2000, under the direction of the Principal, Mrs. Donna DeLuca, after receiving Diocesan approval, a Preschool program was created for three and four-year-olds. The program continued to grow, and a transitional five-year old Kindergarten readiness program was created for children who were of age but not ready to attend the St. Rose of Lima School full-day program.

St. Rose of Lima School received the Blue Ribbon Award from the U.S. Department of Education. This program honors schools whose students achieve in the top 10 percent of the nation on nationally-normed tests.

Mission Statement

St. Rose of Lima Catholic School is a Christ-Centered community committed to academic excellence in an atmosphere that nurtures the spiritual, intellectual, emotional, physical and moral development of each child. The dedicated staff partners with families to prepare students to be responsible leaders in a global society by fostering integrity, service and respect. By creating a sense of family where all are welcome, we encourage each child to develop his/her gifts and to become Christ's compassionate heart and hands in the world.

Vision Statement

St. Rose of Lima Catholic School, recipient of the Blue Ribbon of Excellence and accredited by the New England Association of School and Colleges, will be a vibrant Christ-Centered community where students, teachers and families are united as partners in mission. Through worship, service and the underlying belief in the dignity of each person, we will create a community that will foster integrity, respect and compassion. In a technology enriched academic environment, we will strive to be life-long learners and encourage all children to reach their full potential and to share their gifts for the good of others.

Core Values

St. Rose of Lima holds its core values at the foundation of our vision and the goal of our mission. These values are

- Catholic Community
- Academic Excellence
- Integrity
- Respect
- Service

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

Purposes and Objectives of Core Values

Catholic Community:

To promote the value of living the Christian way of life according to our Catholic faith, we strive to strengthen our Catholic community by:

- Weekly School Mass for students in K-8
- Special liturgical celebrations and prayer services
- Daily prayer in common
- Celebration of Saints
- Inclusion and participation in Parish community events
- Student Buddy Program
- Preparing for and receiving the sacraments of Reconciliation, Eucharist, and Confirmation
- Following the Religious Education curriculum as outlined by the Diocese of Bridgeport
- Family events that strengthen community ties and support a culture of volunteerism
- Striving to create an environment where each child feels loved and welcome

Academic Excellence:

To provide a firm foundation for academic growth in order to prepare the students to meet the challenges of an ever changing world, we expect the students to have mastered to the best of their abilities, the academic curriculum set forth by the Diocese of Bridgeport and the CT state standards appropriate for each grade level. In order to achieve this we offer:

- Programs in all course disciplines that follow the Diocesan Curriculum, state guidelines and fulfill the prescribed scope and sequence
- Curriculum and instruction that promote higher order critical thinking and problem solving
- Academic enrichment opportunities for all students
- Homework assignments that develop study skills and an intrinsic curiosity as they reinforce classroom experiences
- Instructional materials that enhance differentiated learning opportunities
- Field trips and campus programs to stimulate developing minds
- Student projects to encourage creativity
- A technology-rich environment that supports learning
- Cultural Arts programs that develop an understanding of other societies and customs
- STEM programs that encourage inquiry and hands-on participation
- Class projects that culminate cross-curriculum units
- School concerts and plays
- Instrumental and vocal music instruction
- Cross-curricular contests and competitions
- Students' Annual Art Show
- Presidential Physical Fitness Program and Jump for the Heart Program
- Weekly Health and PE classes
- Annual International Celebration
- Participation and Membership in National Organizations such as Student Government, Global Classrooms/Model UN and NJHS
- After School enrichment education that supplements and enhances the curriculum

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Integrity:

To teach the balance between one's freedom and responsibility, we foster justice and moral and social values that become strengthened through our educational program by:

- Practicing our Yearly Theme of KINDNESS.
- Classroom expectations of honesty, kindness and compassion
- Creating expectations for responsible, age-appropriate behavior at every level
- Instructing health/peer awareness programs
- Safe School Environment Program
- Responsive Classroom Program
- VIRTUS Program

Respect:

To create an environment where every student and staff member is treated with dignity and kindness and where everyone feels welcome, we foster respect for every person as a child of God by:

- Creating classroom rules that foster respectful interactions
- Instructing students about the sanctity of human life
- Consistent standards of acceptable behavior in the manner in which we address one another
- Fostering play time that is more cooperative and less competitive
- Praying for the needs of others as a school community
- Creating a standard of acceptable school work which is reflective of one's best efforts
- Classroom and corridor safety instruction/practices
- Lunch and recess safety instruction/practices

Service:

To cultivate an awareness of community and world, we minister to others through annual and ongoing service projects such as:

- Annual "Adopt-a-Family" Christmas Project
- Food and clothing drives
- Newtown Rotary Club
- Danbury and Bridgeport Catholic Charities Programs including Morning Glory
- American Military Service Programs
- Donations to International Mission Programs
- Donations to Faith Food Pantry
- Scholarship Fundraisers for St. Rose of Lima School Students
- Visits to Newtown's assisted living homes
- St. Rose of Lima Parish community service programs

Parent's Role in Education

We, at St. Rose of Lima School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Rose of Lima School

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Rose of Lima School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Accreditation

St. Rose of Lima School is accredited by the New England Association of Schools and Colleges (NEASC). In 2009, St. Rose of Lima School was recognized as a Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

STUDENT ADMISSION

Admission Information

Nondiscriminatory Policy

St. Rose of Lima School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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

- Currently enrolled registrants.
- Siblings of current students.
- Children of active parishioners in local parishes.
- Children transferring from a Catholic school outside the local area.
- Catholic children from outside the local parish area.
- All other students who meets St. Rose admission requirements.

The age requirements for admittance to kindergarten or grade one are in accord with requirements of the State of Connecticut. Connecticut requires that a kindergarten enrollee must turn five by January 1 of the year in which s/he will begin school. The parent/guardian of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent/guardian of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. Open registration is formally held once a year. The number of openings we have available in Preschool through Grade 8 is calculated by the responses we receive from our St. Rose of Lima School families who are enrolling for the following year. Current families are asked to enroll for the following year in January. Open Enrollment usually begins in February. Before a new child is accepted into Kindergarten-Grade 8, a screening is scheduled which is designed to determine a child's school readiness. Following an interview and evaluation of the materials, the parent will be notified about the status of the child's acceptance.

At the time of registration, all new students seeking admission to St. Rose of Lima School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- ✓ Verification of active parish affiliation/stewardship.
 - ✓ *Use of weekly envelopes or automatic deposit*
- ✓ Health Records
- ✓ Immunization Records
 - ✓ *All students entering St. Rose of Lima School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise*

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

- ✓ Birth Certificate (original)
- ✓ *Baptismal Certificate (Catholic applicants only)*
- ✓ *Report Cards*
- ✓ *Standardized Test Results*
- ✓ *Record of IEP*

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Rose of Lima School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent. All incoming students will be screened according to current diocesan directives.

Testing in some academic areas may be held for new incoming students in Grades K-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Rose of Lima School. The recommendation and decision of the school is final. Tuition payments would cease but no tuition paid for the time the child attended the school will be reimbursed.

St. Rose of Lima School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Rose of Lima School cannot accommodate students who have *extraordinary* learning differences.

Student Records

Student records are confidential. Therefore, their contents are available only to parents or guardians or those staff members who have a legitimate educational interest. These records are maintained in locked, fireproof files in a secure location in the Principal's office or in the main office.

Unless prohibited by law and documented by court records, non-custodial parents have access to student records.

These records shall be available to others only on written authorization of the parent or guardian, or where appropriate demands are made for such records by courts or other agencies through the issuance of a subpoena.

Types of Student Record:

1. Permanent Record Card includes application, achievement/aptitude screening test scores, attendance record, and may be transferred to another school with written parent/guardian approval.
2. Student file.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

3. Health records are maintained and kept in nurse's office, and may be transferred without written parent/guardian permission.
4. Special Records include records provided by the public school district, such as speech and language reports, psychological evaluation, PPT reports, occupational therapy and physical therapy reports, and are kept securely in the Principal's office. These records belong to the public school and are either returned to the parent or destroyed when the student leaves the school.
5. All additional records are maintained in accordance with the mandate of the city/town.

When a student transfers to another school, a written release of records is required. Original records will be mailed directly to the school and copies of records will be mailed directly to public schools or other Catholic schools.

Transfer/Withdrawal of Students

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

When a student withdraws before the end of a marking term, the grade will be reported as of the date of the withdrawal. This grade and such notation will be indicated on the report card. St. Rose of Lima School does not refund tuition since the budget is predicated on the assumption of a complete year of payment.

Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

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

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

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

PARENT PARTNERSHIP

Parents as Partners

As partners in the educational process at St. Rose of Lima School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has hot lunch ordered or nutritional lunch packed every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To not post negative comments about students, teachers, or the administration on social media.

Home and School Association

St. Rose of Lima Home and School Association works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization.

By-Laws for the HSA are available on the school website.

School Advisory Board (SAB)

The School Advisory Board represents the educational institutions of the Diocese of Bridgeport and is under the authority of the Office of Education of the Diocese of Bridgeport. The SAB will provide the leadership to foster an environment which provides underlying Catholic values, long-term strategic planning, and financial stability. This role of the SAB complements the school's mission. While the school Principal remains directly responsible for the school's curriculum, programs and personnel, reporting directly to the Superintendent of Schools with respect to those matters, the school Principal will work interactively with the SAB to fulfill the SAB's responsibilities in strategic planning, finance, facilities, marketing and development activities.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Child Custody/Buckley Amendment

St. Rose of Lima School adheres to the Buckley Amendment (Family Education Rights and Privacy) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through court actions. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parents will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Communication

As parents you are your child's first teachers, you are our partners in education. Regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty. A parent may request a meeting with a teacher at any time by simply sending a note to that teacher and the teacher will arrange for this meeting (outside of class time) at a mutually convenient time. A parent who is refused such a meeting should notify the dean of student life and principal. The meeting should take place in the classroom or someplace that insures privacy, never in the hallways or other public places.

Communication Guidelines:

Please follow this communication protocol when addressing issues or concerns:

1. If your child has any concerns while at school, your child should talk to the teacher immediately.
2. If you as a parent become aware of a problem, or have a concern, please contact your child's teacher.
3. If, after talking with your child's teacher, you feel the concern or the issue has not been addressed, then you should contact the Dean of Student Life.
4. If, after meeting with the Dean of Student Life, you would find the need to discuss further the concern or issue, then you should request a meeting with the Principal.

Classroom teachers should always be the first point of contact with issues or concerns. The Principal or Dean of Student Life should not be contacted prior to the classroom teacher. The Principal and Dean of Student Life are happy to meet with parents once an initial communication has happened with the teacher. Teachers and staff will reply to emails and phone calls within 24 hours during the school week. Teachers and staff are not required to check and/or respond to voice mail or emails on non-school days.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Change of Address

The Main Office must be informed immediately if there is a change of home address, email address, or telephone number for the purpose of mailing and/or emergency. Notices in an effort to reduce paper waste; email communication with parents is used extensively. Please check your email daily to ensure proper communication between home and school. When need be, print out notices that need to be returned to the Main Office. If you do not have the ability to print, extra forms are available in the Main Office.

School Calendar

A tentative calendar is sent home during the summer months. If changes are made or additional items are scheduled, parents are notified via the newsletter or email. The calendar on the website is updated and kept current.

Teacher Appreciation

St. Rose of Lima School, following the guidelines of the Office of the Superintendent of Schools, celebrates its teachers and students during the annual celebration of Catholic Schools Week, which begins on the last Sunday of January each year.

Virtus Training

Diocese of Bridgeport Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers The Diocese has mandated that all volunteers receive a copy of Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers, and sign and return the receipt included at the end of the packet. In addition, as of the fall of 2004, all parents who volunteer in the school must submit to a background check, and attend the Virtus Training Program, as mandated by the Diocese of Bridgeport. Virtus is a mandatory 3-hour training program required for every person age 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it. Log on to www.virtusonline.org to register. As of spring 2015, all volunteers whose Virtus certification is five years old or older, must be recertified.

Volunteers

A Volunteer Handbook will be available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, preschool siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to at least one of the following, as listed on the student's file: the home phone, cell phone, and email account listed.

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

DAILY PROTOCOL

SAINT ROSE SCHOOL
DAILY SCHEDULE - 2018-2019

| | Regular Schedule | | | Friday Schedule | | | Early Dismissal | | |
|--------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|--------------|-----------------|-------------|-----------------------|
| Period | Grades 5-8 | Grades 1-4 | Kindergarten | Grades 5-8 | Grades 1-4 | Kindergarten | Grades 5-8 | Grades 1-4 | Kindergarten |
| HR | 7:50-8:09 | 7:50-8:09 | 7:50-8:09 | 7:50-8:09 | 7:50-8:09 | 7:50-8:09 | 7:50-8:09 | 7:50-8:09 | 7:50-8:09 |
| 1 | 8:09-8:55 | 8:09-8:55 | 8:09-8:55 | 8:09-8:50 | 8:09-8:50 | 8:09-8:50 | 8:09-8:38 | 8:09-8:38 | 8:09-8:38 |
| 2 | 8:58-9:44 | 8:58-9:44 | 8:58-9:44 | Mass 8:50-9:50 | | | 8:41-9:10 | 8:41-9:10 | 8:41-9:10 |
| 3 | 9:47-10:33 | 9:47-10:33 | 9:47-10:33 | 9:53-10:36 | 9:53-10:36 | 9:53-10:36 | 9:13-9:42 | 9:13-9:42 | 9:13-9:42 |
| 4 | 10:36-11:22 | 10:36-11:47 | 10:36-11:02 | 10:39-11:22 | 10:39-11:47 | 10:36-11:02 | 9:45-10:14 | 9:45-10:14 | 9:45-10:14 |
| R/L | R: 11:25-11:45 L: 11:48-12:11 | R: 11:50-12:10 L: 12:13-12:38 | R: 11:25-11:45 L: 11:48-12:11 | R: 11:50-12:10 L: 12:13-12:38 | R: 11:05-11:25 L: 11:28-11:50 | No Lunch | No Lunch | | |
| 5 | 12:14-1:00 | 12:41-1:00 | 11:53-1:00 | 12:14-1:00 | 12:41-1:00 | 11:53-1:00 | 10:17-10:46 | 10:17-10:46 | 10:17-10:46 |
| 6 | 1:03-1:49 | 1:03-1:49 | 1:03-1:49 | 1:03-1:49 | 1:03-1:49 | 1:03-1:49 | 10:49-11:18 | 10:49-11:18 | 10:49-11:18 |
| 7 | 1:52-2:38 | 1:52-2:38 | 1:52-2:38 | 1:52-2:38 | 1:52-2:38 | 1:52-2:38 | 11:21-11:50 | 11:21-11:50 | Lunch: 11:21-11:50 |
| HR | 2:41-2:50 | 2:41-2:50 | 2:41-2:50 | 2:41-2:50 | 2:41-2:50 | 2:41-2:50 | 11:51-12:00 | 11:51-12:00 | 11:51-12:00 |

Main School Hours:

- Early Drop Off: 7:00am by Gathering Hall doors (will be charged \$8, for those dropped off up to 7:20am; no need to pre-register)
- Arrival: 7:50am
- Departure: 2:50pm
- Early Dismissal, Regular: 12:00pm
- Early Dismissal, **Emergency**: 11:50
- Delay, **Emergency**: 10:50

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Preschool School Hours:

- Early Drop Off: 8:00am (will be charged \$8, MUST pre-register)
- Arrival: 8:45am
- Departure: 1:45pm for Pre-K 4 and Step Up; 11:45 for Pre-K 3's
- Extended Day: 1:45-2:45 for Pre-K 4 and Step Up (MUST pre-register for this extended time prior to the start of school year and that it is not a "drop in" procedure)
- Early Dismissal, **Emergency**: 11:30
- Delay, **Emergency**: 11:15 for Pre-K 4 and Step Up; Pre-K 3's is cancelled

Emergency Closings/Delayed Openings

In the event of a closing, delayed opening, or early dismissal, we will follow the Newtown Public School System. If they close due to weather, we also close. You will be notified via automated call/text message/email. This information is also available by viewing local television news reports.

School Office Hours

The school office is open on all school days from 7:30 AM – 3:30 PM.

Drop off/Dismissal Procedures

St. Rose of Lima School Carpool Procedures K-8 Students

NOTE: The start time for St. Rose of Lima School is 7:50 AM.

The following is our St. Rose of Lima School policy for those students who live outside the Newtown area and are not provided public transportation and for Newtown residents who may have certain schools days that they may not take advantage of public transportation. This policy has been created to provide a safe and secure environment for every St. Rose School student. We ask that you respect and abide by these procedures. **CARS MAY NEVER BE IN THE BUS LANE IN FRONT OF THE SCHOOL AT ANY TIME!**

Please read carefully and refer to map as posted on the school website.

Before School Care Drop-Off: This is a FEE-BASED program for a drop off between 7:00 and 7:20 AM. The daily fee is \$8 per day and will be billed to the parent on a monthly basis.

Cars are to enter by the Religious Education Office and exit by the Rectory; buses enter and exit by Religious Education Office. ALL car walk students will be dropped off at the staircase on the side of the Gathering Hall (closest to the soccer field). Students will be met at the sidewalk by the student safety officer. Please have your child/children ready to leave your vehicle safely and quickly. Students will walk to the Gathering Hall entrance.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Late morning arrivals: Students will be greeted at the sidewalk until 7:50 a.m. Any student who arrives after 7:50 a.m. must be escorted by a parent from a parked space in the lower level parking lot to the main entrance of the school. **CHILDREN MAY NOT BE DROPPED OFF IN THE BUS LANE IN FRONT OF THE SCHOOL.** Parents not abiding by this policy will receive a traffic violation ticket from the Newtown Police Department.

Afternoon:

After School Program/Other: Children will be dismissed by teachers to the After School Program at 3:00 p.m. The After School Program operates until 6:00 p.m. (for K-8); suggested pickup for Pre-k students is 4:00 p.m.; later pickup time for a Pre-K student needs to be approved by the school administration. This is a fee based program. Families will be billed monthly.

Change in Dismissal Procedure

Each day a child's dismissal procedure is changed, a note must be sent to the office. This may be the form provided in the notepad sold in the school office or via an email copied to both the school secretary and homeroom teacher. A change in the dismissal of a student (i.e. from car/walk to after school or bus) **MUST BE SENT TO THE SCHOOL BY 1:00p.m.**

Car Walk

Cars enter by the Religious Education Office and continue towards the school building and then into the parking area behind the church to create lanes, as directed by school staff. Cars exit by Parish Rectory.

The area for morning drop-off and afternoon pick-up is the parking lot area behind the church. Morning drop-off is by the side staircase (nearest the soccer field) of the Gathering Hall. During afternoon pick-up; cars will lineup beginning with a lane closest to the soccer field, facing away from the school and towards the Knights of Columbus building. This will allow cars to safely enter and exit without any crossing of traffic. During pick-up, should this area become full, we will stage a waiting area in the lot directly in front of the Gathering Hall (to the side of the church). These overflow lanes will remain, until the main pick-up lot has been emptied. We will then move the overflow rows to the main pick-up lot and continue to dismiss students.

Parents are asked to remain in their cars and to proceed through the regular car/walk process. There is no parking to pick up children. At no time will a student be walked to a parked car in the lot. There is absolutely **NO PARKING** allowed behind the church during dismissal time. If you need to go into the school, you should park in the lot across from the front entrance of the school.

All cars must have their family name placard clearly displayed in the front windshield on the driver's side of the car. Placards are provided by the school at the start of school.

Two most important protocols during drop-off and pick-up is, if children are moving, cars are not AND buses have the right of way. Drivers are asked to pay close attention during the car/walk process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the staff on duty.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Birthday Observances

On a student's birthday, due to food allergies, food products are not permitted to be distributed to the class. Small non-food trinkets may be shared. Parents are not permitted to host a birthday party for their child during the school day. Invitations are to be distributed ONLY when the WHOLE class is invited ALL girls, or ALL boys; this policy is aligned with teaching our children kindness and respect of others' feelings.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed and sent home; an electronic copy will also be send via email in the event you need an additional copy. This is the only format that may be used to allow a student to leave school during school hours. Note: a fax or email does not take the place of an original signature.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are non-refundable.
14. Cell phones or other electronic devices are not allowed on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Library

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

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside, with the exception of a name label added by the teacher. Any decorations inside the locker must be adhered with removable adhesive which will not damage the locker surface. When decorating the inside of the locker, please remember that coats, backpacks, all books and supplies must be housed inside the locker.

Lost and Left

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left basket. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

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

Parents are to be advised that many items are actually *placed* in the Lost and Left by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Left box.

Lunch Program

St. Rose of Lima School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents should not bring lunches or drinks from carry-out restaurants.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

When snack items are sold in the lunchroom; students are limited in purchases:

- only purchase for themselves
- only purchase what can be consumed (1-2 items), during the lunch period (no extras to save)
- no additional monies should be brought to school, for this or other purposes; St. Rose School is not responsible for student's money

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Items Brought To School

St. Rose of Lima School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Parties

Parties are held at the direction of the teacher. There are specified occasions when parties may be held and the teacher may coordinate the arrangements with their room parents. Due to allergies, food and treats cannot be served; Parties are limited to a 30 minute period.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Rose of Lima School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Returning to School after Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher or Dean of Student Life. Students who choose to return to school after the 3:00 PM and are without supervision from a teacher or Dean of Student Life, face detention or other consequences. This policy is designed for the protection of your child; their safety is our uppermost priority when they are in the building. In addition this policy also helps your child to become more organized and personally responsible.

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

ACADEMIC INFORMATION

Academic Expectations St. Rose of Lima School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given assessments regularly.

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Bridgeport is posted on the diocesan website.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. The guidelines for grades one to eight are as follows (if a problem arises, the teacher should be contacted):

Grade 1 – 20 minutes
Grade 2 – 20 minutes
Grade 3 – 40 minutes
Grade 4 – 40 minutes
Grade 5 – 60 minutes
Grade 6 – 60 minutes
Grade 7 – 80 minutes
Grade 8 – 80 minutes

The expectations for homework are as follows:

- On time
- Complete
- Neat
- Written on white, lined loose leaf paper (*torn out spiral notebooks pages are not acceptable*)
- Typed or handwritten (Grades 4-8 should use cursive writing)
- Blue or black ballpoint pens should be used by all students in Grades 4-8 (markers, or colored ballpoint pens are not acceptable).
- Students in all grades must use the following homework heading style:
● Name: _____ Date: _____
● Subject: _____ Grade Level: _____

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

- Students in Grades 3-8 will lose points/credit if the above format is not followed.
- All homework should be completed at home or at the Homework Club, not while riding the bus, waiting for the bus, or during homeroom or another class.
- Parents can check on missing assignments in Plus Portals. A grade of 0 will be entered on the day the assignment is due. It will remain 0 until:
 - assignments handed in one day late will receive 75% of the possible points
 - assignments handed in two-three days late will receive 50% of the possible points
 - assignments handed in after three days late will remain at 0
 - the above is for grades 6-8; for grades 3-5, a student will lose 10% of the possible points for each day late, up to three days. After three days, the assignment will be receive a 0
- Homework not brought to class and turned in during class, is considered late. Teachers may deduct points as deemed necessary.
- If a homework assignment is not turned in after three days and the child is in school and not absent, the teacher may notify the parent via email or phone call; especially if this becomes a chronic. An assignment turned in after 3 days will be given a final grade of zero.
- Parents will be notified of repeated missing homework (Grades 3-8) through an email communication and in some cases, a phone call
- Students who chronically hand in late homework face possible detention
- Departmental teachers will coordinate the amount of homework assigned as much as possible. Adjustments can be made if assigned homework exceeds the time guidelines outlined above. While the teachers make every effort to coordinate, should there be a concern regarding the amount of homework or amount of assessments on one day, we encourage respectful, ongoing communication between the middle school students and their teachers so that the teachers can make adjustments if needed.
- Students in Grades 3-8 may be assigned up to 2 major assessments in one day. Please note that 2 quizzes are equal to 1 major assessment.

When school is canceled due to snow or for any unforeseen reason, all homework/projects will be due the next day school is in session. Assessments scheduled for a snow day will be held the next day school is in session. Teachers will notify students of any changes to the assessments scheduled.

If a student is having difficulty completing homework due to comprehension, he/she is **not expected to extend pursuing their work thirty minutes beyond the allocated grade level allocation**. Parents are asked to send an email to the teacher to explain any difficulties that are being experienced. A student may not be penalized for not understanding the homework given by a teacher if a note is written and received from a parent. Resource teacher assistance, Homework Club and tutoring will be recommended if the student continues to experience high level of difficulty after a teacher implements additional learning strategies.

Homework due to Vacations/Planned Absences

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

If a student is absent due to bereavement, the school will provide one additional day for every day missed for homework completion or will excuse the student from the homework until appropriate instructional time is provided to teach the new skill.

In the case of unexcused absences, make-up work is not permitted for credit. The student should, however, makeup the work to assist him/her with later school assignments and affirm mastery or needed assistance in the skill.

Excused absences include, but are not limited to:

- Illness
- Death in the family
- Family emergencies outside the student's control
- School sponsored field trip
- Medical appointments that are directly related to a long-term illness

Unexcused absences include, but are not limited to:

- Doctor appointments
- Family vacations
- More than one shadow day at the same school
- Sport or other extracurricular practices or competitions

Homework should be completed at home, at the Homework Club (with written parental permission) or during After School Club (with written parental permission). Homework should not be completed on the bus, homeroom, or during class. Repeated missed homework will result in a parent conference, possible academic probation, and possible referral to the After School Homework Club for two weeks or more.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Grading - Grading Scale

The Grading System for the elementary schools of the Diocese of Bridgeport shall be as follows: (See Policy #4009 for academic modifications policy.)

GRADE 1-8 (ALL SUBJECTS*)

| | | |
|----|--------------|---------------|
| A | 94-100 | Outstanding |
| A- | 90-93 | Very Good |
| B+ | 87-89 | Above Average |
| B | 84-86 | Good |
| B- | 80-83 | Good |
| C+ | 77-79 | Average |
| C | 74-76 | Average |
| C- | 70-73 | Average |
| D | 66-69 | Below Average |
| F | 65 and below | Failure |

Kindergarten MARKING CODES

| | |
|---|--------------------|
| M | Meeting Success |
| P | Progress Shown |
| I | Improvement Needed |
| N | Not Yet Expected |

Graded work that receives lower than a 75% will be sent home as a Sign and Return. The parent should review the work with the student, contact the teacher with any questions, sign and return the graded work the next school day.

Please see the policy on retakes for any grades of 65 or below.

***The following grade codes are used in Grades 1-3 for Foreign Language, Music, Art, Computer and P.E.:**
S - Satisfactory U – Unsatisfactory

Study Skills, Conduct/Effort, and Social Development (Grades 1-5) Conduct/Effort for Grades 6-8

1. Excellent 2. Good 3. Improvement Needed 4. Unsatisfactory

For students receiving lower than a “2” in any skill area:

Communication between home and school should have occurred, beginning, at least 4 weeks, prior to issuing report cards. In the event that the lower skill grade shows a regression in student effort and/or performance, immediate communication should begin with parents, prior to issuance of report card.

No student will be given a Progress Report or Report Card if tuition, fees, library fines, or After School Care Program fees are in arrears.

Report Cards/Progress Reports

Report Cards and Progress Reports are important tools for communication.

Report Cards will be distributed to Grades 1-8 parents on a quarterly basis as determined by the Superintendent or his/her designee(s). Kindergarten report cards will be distributed the second, third and fourth quarter marking periods. St. Rose of Lima School uses developmental evaluations at the Pre-K level.

In addition, a Progress Report will be issued once per quarter.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

In conformity with the Diocesan Grading System, grades will be posted weekly; within two weeks for long term projects. Parents may set an alert through Rediker for notification of a child's grade below a certain numerical value.

No student will be given a Progress Report or Report Card if tuition, fees, library fines, or After School Care Program fees are in arrears.

Promotion/Retention

All K-8 homeroom teachers are required to sign each student's report card certifying that the pupil was PROMOTED to the next grade, ADVANCED to the next grade or RETAINED in the grade.

PROMOTED means that the pupil has completed the grade's work and has attained a minimum of a "D" average in all major subject areas. Major subjects: Religion, Social Studies, Math, Science, Language Arts.

ADVANCED means that the pupil has failed to meet the minimum level of achievement of grade level. After consideration of all factors (social, emotional, physical, academic, age) and in consultation with the principal and teacher(s) a decision by the school may be made that the child is not ready to advance to the next grade. If the parent, as primary agents of the child's education, expresses in writing that the child is to be advanced to the next grade, the school will comply.

RETAINED means that the pupil has failed on the final average, two or more major subjects. Major subjects: Religion, Social Studies, Math, Science, Language Arts/English, Reading/Literature. In this case, a pupil will not be promoted to the next grade.

If consideration is being given for a pupil to either be advanced or retained, the parents shall be notified in writing no later than the end of the third marking period. Prior to this time, teachers will be in frequent contact with parents and administrators to discuss the difficulties the student might be experiencing.

In all cases concerning advancement or retention, teamwork between school and home is essential. A positive attitude should be maintained by all for the encouragement of the child. Written notification of the determination to advance or retain a pupil shall be sent to the parents by the administrator will be sent no later than June 1.

Summer School

A student who fails one major subject, except Religion, must successfully complete summer school or 30 hours of private tutoring by a certified teacher approved by the school administration. Upon successful completion of either program and receipt of written documentation, the student will be promoted. If a student in grades 6-8 fails Religion, he/she must work with their teacher to complete a summer project.

Assessment

The official testing program for the Diocese of Bridgeport consists of the *IOWA Basic Skills (ITBS)* and the *Cognitive Abilities Test (CogAT)*; for benchmark testing, *Edmentum Assessments* in Math and

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Reading are administered, and the *Assessment of Catechesis Religious Education (ACRE NCEA)* is administered as a religion assessment.

IOWA Basic Skills (ITBS) Assessments are administered in Grades 3 through 8, and *CogATs* are administered in grades 1, 3, 5, and 7. The *ACRE* exam is administered to students in Grades 5 and 8. Students in Grades K through 8 will be administered three *Edmentum Assessment* benchmark tests. Teachers are responsible for creating formative tests in their subject area to monitor student progress.

Semester Examinations (Midterms and Finals)

Midterm and Final Exams will be administered in grades 6-8.

The purpose of these examinations is to improve study skills; to cultivate organizational skills; to develop the skill of retaining information; to prepare students for high school.

The following guidelines apply to semester examinations:

1. Time allotment for each exam will not exceed seventy-five (75) minutes. Exams will include all work covered in the first and second marking periods in math, science, language arts, religion, world language and history. Semester exams in other subjects are optional.
2. The materials tested for the first semester exam will include all work covered in the first and second marking periods in math, science, language arts, religion, world language and history. The materials tested for the second semester examinations will include work covered in the third and fourth marking periods. First semester exams are to be given one week before the second marking period ends. Second semester exams are to be given within two weeks prior to the closing of the fourth marking period.
 - First semester exam grades are averaged in with the first and second marking period grades to determine the mid-year (first semester) grade. The exam grade alone will NOT affect honor roll status of a student. The exam grade will be reported separately on the report card.
 - Second semester exam grades are averaged in with the third and fourth marking period grades to determine the second semester grade. The exam grade alone will NOT affect honor roll status of a student. The exam grade will be reported separately on the report card.
3. The format of the examinations will be left to the discretion of the teacher and submitted for review by the Principal. The teacher must assure that the exam is comprehensive in nature, of a format appropriate to the academic subject, and is of sufficient length and scope to cover the semester's work.

The semester exams will be weighed according to the following weight schedule

| | |
|-------------|-------------------------------------|
| Grade Six | Exam is 4% of total semester grade |
| Grade Seven | Exam is 6% of total semester grade |
| Grade Eight | Exam is 10% of total semester grade |

Policy on Retakes of Assessments for Grades 3-8 ONLY

If a student achieves a score below 65% on a test or quiz, a retake may be scheduled only at the invitation of the teacher. The new grade will be averaged with the original grade. The teacher may not

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

invite more than one retake per subject per quarter. Retakes must be taken within two weeks of the original assessment. Retakes will not be given solely by parent or student request.

The purpose of the retake is NOT to raise the student's overall grade; it is to ensure that learning has taken place and a student achieves a better understanding and mastery of a skill. The retake is a partnership and commitment to each individual student's success. To enforce this, a RETAKE AGREEMENT will be filled out and signed by the teacher, student, and parent. This will include steps to support the student's learning while preparing for the retake.

A retake WILL NOT be a copy of the original assessment.

Academic Probation

If a student's academic average should fall below a C- (73% and below), the student will be placed on academic probation for at least 2 weeks. During this time, the student may not participate in athletic practices or games, or clubs including but not limited to Sports Teams, Student Council, NJHS, Mock Trial, Model UN, Spring Musical, and Chess.

Academic Integrity

Our school theme of Trustworthiness includes integrity and encourages students to be honest and reliable; build and maintain a good reputation; and have the courage to do the right thing. Administration, and teachers are committed to guiding our students in making the right choices when it comes to ownership of their actions and work. Cheating of any type will not be tolerated. Students who choose to cheat, face a failing grade, probation, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities, who is involved in cheating will also be unable to participate in sports/extracurricular practice, activities, and competitions. Our goal is to have a constructive response to cheating, including plagiarism so that our students coaching them in personal maturity and learning the content and skills of the class in question. The first step we will take is to have the student(s) meet with the Dean of Student Life to come up with an action plan to help the student to make better choices and determine if a student might be in need of academic support in the area in question. This plan does not excuse the student from the consequences of their actions. Second, a follow up conference will be scheduled with the student's parents, teacher, Dean of Student Life, and the student to discuss the work in question and review the proposed action plan.

One or a combination of the following consequences will be served:

- Students will receive a grade of zero on the assignment/assessment on which it has been determined they have cheated; however, this will be recoverable in full.
 - Teacher and student will agree upon a way that the skill(s) from the assignment/assessment can be applied in an alternate assignment/assessment.
 - The student will be required to do the alternate assignment/assessment from the beginning, but this time, ethically. This will be done under supervision as determined by the action plan put into place.
- Students, since they have broke the trust of those around them, will need to rebuild what has been broken. This may include, but is not limited to the following (timing to be determined):
 - will not be granted deadline extensions

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

- will have limited access to electronic devices, with supervision
- will not be allowed to run errands anywhere in the building, without supervision
- will have privileges suspended
- will write letters of apology
- will do service to school as a form of restitution
- Students may serve a detention.
- Students will be placed on a two week, minimum, academic probation.

Once a student has served consequences, and rebuilt the broken trust; it is important that it is communicated and understood that their earlier indiscretion and cheating is not held against them. Our goal being to help them grow in personal responsibility, respect for their own work and the work of others; as well as academic integrity going forward, with the full support of the administration, teachers, and parents/guardians.

Definition of Cheating:

- For tests and quizzes
 - use of unauthorized notes during a test or quiz
 - copy another student's work during a test or quiz
 - allowing another student to see one's answers during a test or quiz
 - give information to student(s) who have not taken a test or quiz
 - getting information, from another student, about a test or quiz that hasn't been taken
- Homework and Classwork
 - copying another student's work
 - allowing another student to copy one's work
 - taking credit for work completed by another student
 - (sharing ideas in a group, at the direction of the teacher, is not cheating)
- Research
 - plagiarizing by copying another person's work from any resource (periodical, book, Internet, etc.) and submitting it as your own
 - plagiarizing by paraphrasing or using parts of another person's work (ideas, written work, diagrams, charts, etc.) without citing it as a resource in context or in a footnote
- For work completed on an electronic device; BEWARE the ease of using...



**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

STUDENT CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Dean of Student Life reserves the right to determine the appropriateness of an action if any doubt arises.

Expectations and Responsibilities for Students

Students attend St. Rose of Lima School in order to fully develop their God-given talents and capabilities.

To accomplish this, students are asked to:

- Do their best at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- Cooperate with the spirit and philosophy of the school which are designed to foster mature development and personal responsibility. The Principal or Dean of Student Life reserves the right to determine the appropriateness of an action in any doubt arises.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- Items which detract from a learning situation are not allowed at school at any time.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from the use of inappropriate language, verbal threats and sexual behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice. Observe the school dress code, including the standards for no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks; this poses a safety concern for bus riders and the possibility of injury due to these items getting caught on seats and doors.**

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

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Conduct/Effort/Uniform Violations

A parent will receive a Student Action Alert (which will be in the form of an email or a notification through the Portal) when a student repeatedly violates the discipline, academic integrity, and/or dress policies of the school; or if the level of the infraction warrants immediate parent contact. This is intended to keep communication between home and school open so that we might continue working as partners in the best interest of your student.

A student will receive verbal/nonverbal cues/directives when demonstrating distracting, disrespectful, and dishonorable behaviors which result in, but not limited to the following:

- impedes the student's or a classmate's learning
- is disrespectful to those in charge, peers, or other members of the school community
- is disrespectful of, or damages, school or personal property of others
- refuses to participate in class or complete work
- is found cheating on classwork or assessments

If a student does not respond favorably to the verbal/nonverbal cues/directives, a PINK SLIP(intermediate grades and middle school) will be given to the student and serves as a warning on the behaviors and/or policies they are at risk of violating to provide the student the opportunity to end the behavior(s) and escalation of discipline measures.

A student will meet with the teacher, staff, or administrator that issued the PINK SLIP, after class, to discuss future expectations of conduct and effort.

A Student Action Alert is intended for more serious infractions, and/or directives or PINK SLIPS that have not been acted upon favorably by the student in correcting actions.

Student Action Alerts will be taken into consideration when determining eligibility for High Honor/Honor Roll, NJHS, Student Council, Student Ambassador, awards, after school programs/athletic teams, and special privileges. These may also lower the Conduct grade one level on a student's report card; and each consecutive alert will reduce the grade an additional grade for each.

Honor Roll status is given only in Grades 6, 7 and 8

The honor roll will be a two tiered system:

High Honors: No grade lower than an A- including only 1s or 2s in conduct and effort. All major core subjects are included in calculating High Honors.

Honors: No grade lower than a B including only 1s or 2s in conduct and effort. All major core subjects are included in calculating Honors.

Honors for the year are calculated by the final grade including exams.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Student Action Alert for Effort

Student Action Alerts in Effort are sent to parents when students repeatedly, do not complete homework assignments(see homework grading in this handbook), are lacking their class materials, along with other possible things that may impede the daily instruction for each class.

Two Student Action Alerts for Effort in one quarter will result in the lowering of an effort grade by one mark. The effort grade may also be lowered as the teacher collects data via class participation, group work effort and the following of classroom procedures.

3 or more UNEXCUSED Classroom Tardies in a two week period will result in a Student Action Alert for Effort. An email will be sent by the teacher to the parent/guardian on the second recorded unexcused classroom tardy to remind them of the policy. Students must always report, upon arrival, to the homeroom teacher and classroom when tardy. If a cultural event or assembly or Mass is taking place, the student must report directly and immediately to the teacher at such location with his/her tardy pass. During transition time, students must report to their next class first before going to the restroom, nurse, or office.

More than one Student Action Alert for Effort may have an impact on the grade 6-8 student's ability of making the Honor Roll or High Honor Roll lists as well as have an impact on NJHS membership status.

Student Action Alert for Dress Code Violation

A Student Action Alert for Dress Code Violations are issued to students in 5-8 wearing the wrong uniform; wearing an incomplete uniform; wearing the uniform inappropriately; wearing uniform clothing that is not purchased at Land's End; wearing accessories; wearing makeup; or any other unapproved item with the daily uniform. These will also be issued for those students who do not adhere to policies on dress down or dress up days.

- Homeroom teachers are ultimately responsible for checking uniforms and following protocol on violations.
- Before issuing these, teachers will work with the student and parent to correct the uniform violation.
- After making several unsuccessful attempts at helping the student to comply with the uniform policy; a Student Action Alert for Dress Code Violation will be sent.

Students who are members of any extra-curricular sports activity including the Basketball Team, Cheer Squad, NJHS and/or the Student Council may wear their logo sweatshirts/jerseys/t-shirts on the days that they playing a home game or are attending a scheduled meeting after school. Students who belong to St. Rose Scouts may wear their scout dress uniforms on the day of their meetings.

Note: Parents will be contacted to bring an appropriate change of clothing if it is deemed necessary. Eighth grade students typically are given special privileges approved by the Principal and Dean of Student Life. Parents and faculty are notified in writing regarding the approved privileges; any abuse of special Grade 8 privileges warrants an immediate loss of that privilege for the student who is non-compliant.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Attendance

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Rose of Lima students and is aligned with the state statutes of the state of Connecticut.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be emailed to the school secretary or brought to the office upon the student's return. These notes/letters will be retained in the office for one year. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

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

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

When a student is absent for **three or more days due to illness**, a parent may contact the school office before 9:30AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM-3:30 PM.

For shorter absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Homework is also posted daily by teachers.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Teachers are not required to give make-up tests or assignments for absences due to vacations.
No assignment will be given in anticipation of the vacation. (See also *Homework due to vacation/planned absences.*)

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

Excessive absence (40) days or the equivalent of 40 days including tardies, may be cause for a student to be retained in the current grade for another year.

A student who has more than three tardies within a quarter is considered to have excessive tardiness. A meeting will be called with the parent, student, and Dean of Student Life.

Three tardies will equate to one absence when determining retention in the current grade for the following school year.

Excessive tardiness may be reported to the State Department of Family and Children Services.

Students may not participate in any school-sponsored event if they are not in school on the day of the event without the express permission from the Principal or Dean of Student Life.

Students 'shadowing' or spending the day at another school will be marked with an excused absence, provided the following has occurred:

1. Prior notification to the Dean of Student Life from the parent.
2. Note from visiting school stating that the child was present for the day.
3. No more than three school visits to be considered as excused absences during a school year.
4. Multiple visits to a single school within one school year will be counted as unexcused absences.

These excused absences will not affect a student's eligibility for perfect attendance recognition.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

Dress Code

St. Rose of Lima Uniform 2020-2021

| Kindergarten – GIRLS | | | |
|---|-----------------|--|-----------------|
| Winter and Warm Weather Uniform | SRS Logo | PE Uniform (May only be worn on student's gym day*) | SRS Logo |
| Hunter/Classic Navy Plaid side pleated skort or navy chinos | None | Navy sweatpants (winter)/athletic pants or navy skort (spring) | Yes |
| White long or short sleeve peter pan knit top or white turtleneck | Yes | Navy sweatshirt (winter) White short sleeve or long sleeve basic or feminine fit t-shirt (winter or spring) | Yes |
| Optional: red fine gauge cardigan sweater or navy full zip polar fleece jacket | Yes | Optional: Navy athletic jacket (spring) | Yes |
| Navy blue or white crew or knee-hi socks or tights | None | White socks | None |
| Dark leather shoes, 2" or lower heel **no sneakers, work boots, sandals or open-backed shoes, no platforms | None | Sneakers | None |

*PE is 2 days a week for K-4th, 1 day for 5th-8th

| Kindergarten - BOYS | | | |
|--|-----------------|--|-----------------|
| Winter and Warm Weather Uniform | SRS Logo | PE Uniform (May only be worn on student's gym day*) | SRS Logo |
| Navy pleated or flat front pants Chinos (winter or spring) Navy shorts (spring) | None | Navy sweatpants (winter) Navy athletic shorts or navy athletic pants (spring) | Yes |
| White long or short sleeve mesh or interlock polo | Yes | Navy sweatshirt (winter) White short sleeve or long sleeve T-shirt | Yes |
| Optional: navy full zip polar fleece jacket | Yes | Optional: Navy athletic jacket (spring) | Yes |
| Navy blue crew socks | None | White socks | None |
| Dark leather shoes **No sneakers, work boots, sandals or open-backed shoes, NO Belts. | None | | |

*PE is 2 days a week for K-4th, 1 day for 5th-8th

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

| Grade 1 – Grade 4 - GIRLS | | | | | |
|---|-----------------|---|-----------------|--|-----------------|
| Winter Uniform | SRS Logo | Warm Weather Uniform (April 1 – October 1) | SRS Logo | PE Uniform (May only be worn on student's gym day*) | SRS Logo |
| Hunter/Classic navy plaid jumper or Navy perfect or feminine fit plain front chinos | None | Hunter/Classic navy plaid side pleated skort | None | Navy sweatpants (winter)/ Navy athletic pants (spring) Navy knit skort (spring) | Yes None |
| White long sleeve peter pan knit top or white turtleneck | Yes | White short or long sleeve peter pan knit top | Yes | White short or long sleeve basic or feminine fit t-shirt (winter or spring) | Yes |
| Optional: red fine gauge cardigan sweater or navy full zip polar fleece jacket | Yes | Optional: red fine gauge cardigan sweater or navy full zip polar fleece jacket | Yes | Navy sweatshirt (winter) | Yes |
| Solid navy blue or white crew or knee-hi socks or tights | None | Solid navy blue or white ankle socks, no logos permitted | None | Optional: Navy athletic jacket (spring) | Yes |
| Dark leather shoes, 2" or lower heel **no sneakers, work boots, sandals or open-backed shoes, no platforms | None | Dark leather shoes, 2" or lower heel **no sneakers, work boots, sandals or open-backed shoes, no platforms | None | White crew socks, discreet, appropriate manufacturer logos only | None |
| Dark leather belt with slacks | None | Optional: navy bike shorts | None | Sneakers | None |

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ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

| Grade 1 – Grade 4 - BOYS | | | | | |
|---|----------|--|----------|--|-------------|
| Winter Uniform | SRS Logo | Warm Weather Uniform (April 1 – October 1) | SRS Logo | PE Uniform (May only be worn on student's gym day*) | SRS Logo |
| Navy pleated or flat front chinos | None | Navy pleated or flat front chinos shorts | None | Navy sweatpants (winter) Navy athletic shorts or navy athletic pants (spring) | Yes None |
| Light blue short or long sleeve oxford shirt | Yes | White short or long sleeve interlock or mesh polo | Yes | White short or long sleeve t-shirt (winter or spring) | Yes |
| Optional: Navy full zip polar fleece jacket or long sleeve v-neck sweater | Yes | Optional: Navy full zip polar fleece jacket | Yes | Navy sweatshirt (winter) | Yes |
| Hunter/Classic navy plaid tie | None | | | Optional: Navy athletic jacket (spring) | Yes |
| Solid navy blue crew socks | None | Solid navy blue or white ankle socks, no logos permitted | None | White crew socks, discreet, appropriate manufacturer logos only | None |
| Dark leather shoes **No sneakers, work boots or sandals | None | Dark leather shoes **No sneakers, work boots or sandals | None | Sneakers | None |
| Dark leather belt | None | Dark leather belt | None | | |

*PE is 2 days a week for K-4th, 1 day for 5th-8th

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

| Grade 5 – Grade 8 - GIRLS | | | | | |
|--|-----------------|---|-----------------|--|-----------------|
| Winter Uniform | SRS Logo | Warm Weather Uniform (April 1 – October 1) | SRS Logo | PE Uniform (May only be worn on student's gym day*) | SRS Logo |
| Below the Knee Box-Pleat Khaki Skirt. Top of the Knee box-pleat Khaki or Hunter /Classic Navy Plaid skirt. Top of the Knee-Pleated Khaki or Hunter /Classic Navy Plaid Skort. Feminine fit plain front pants. | None | Below the Knee Box-Pleat Khaki Skirt. Top of the Knee box-pleat Khaki or Hunter /Classic Navy Plaid skirt. Top of the Knee-Pleated Khaki or Hunter /Classic Navy Plaid Skort. Feminine fit plain front pants. | None | Navy sweatpants (winter) Navy athletic shorts or navy athletic pants (spring) | Yes |
| White long sleeve girls oxford or white short sleeve oxford or white turtleneck | Yes | White short sleeve oxford or White short sleeve polo or White short sleeve feminine fit polo or White long sleeve girls oxford (dress oxford to be worn on Mass days) | Yes | White short or long sleeve basic or feminine fit t-shirt (winter or spring) | Yes |
| Optional: navy fine gauge cardigan sweater, navy sweater vest, navy blazer, navy full zip polar fleece jacket, zip front cardigan | Yes | Optional: navy fine gauge cardigan sweater, navy sweater vest, navy blazer, navy full zip polar fleece jacket, zip front cardigan | Yes | Navy sweatshirt (winter) | Yes |
| Navy or white socks or tights | None | Navy or white socks or tights | None | Optional: Navy athletic jacket (spring) | Yes |
| Dark leather shoes, 2" or lower heel **no sneakers, work boots, sandals or open-backed shoes, no platforms, no suede | None | Dark leather shoes, 2" or lower heel **no sneakers, work boots, sandals or open-backed shoes, no platforms, no suede | None | White crew socks, discreet, appropriate manufacturer logos only | None |
| Dark leather belt with slacks | None | Optional: navy bike shorts | None | Sneakers | None |

*PE is 2 days a week for K-4th, 1 day for 5th-8th

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

| Grade 5 – Grade 8 - BOYS | | | | | |
|--|----------|--|----------|--|----------|
| Winter Uniform | SRS Logo | Warm Weather Uniform (April 1 – October 1) | SRS Logo | PE Uniform (May only be worn on student's gym day*) | SRS Logo |
| Khaki pleated or flat front chinos | None | Khaki flat front or pleated chino shorts (long pants are to be worn on Mass days) | None | Navy sweatpants (winter) Navy athletic shorts or navy athletic pants (spring) | Yes |
| White long sleeve oxford shirt | Yes | White short or long sleeve interlock or mesh polo | Yes | White short or long sleeve t-shirt (winter or spring) | Yes |
| Optional: Navy drifter cardigan sweater, zip front cardigan, navy drifter vest, navy blue blazer, fleece | Yes | Optional: Navy drifter cardigan sweater, zip front cardigan, navy drifter vest, navy blue blazer, fleece | Yes | Navy sweatshirt (winter) | Yes |
| Navy/red double stripe tie | None | | | Optional: Navy athletic jacket (spring) | Yes |
| White crew socks (no logo) or khaki dress socks | None | White socks, no logos permitted | None | White crew socks, discreet, appropriate manufacturer logos only | None |
| Dark leather shoes **No sneakers, work boots or sandals, no suede | None | Dark leather shoes **No sneakers, work boots or sandals, no suede | None | Sneakers | None |
| Dark leather belt | None | Dark leather belt | None | | |

*PE is 2 days a week for K-4th, 1 day for 5th-8th

Uniform Regulations

The St. Rose of Lima uniform is to be worn with pride and is to be clean, neat, and of appropriate size. Students must only wear the approved uniform for St. Rose of Lima School.

All students are required to wear a school uniform. School uniform list and ordering information may be obtained by visiting:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900095118>

Girls: Jumpers, skirts and skorts must be of appropriate length (**not more than 3 inches above the knee**). Shirts or blouses must **be tucked in**. Girls **may not** wear make-up, nail polish or jewelry, except for simple post earrings, a small cross on a chain, and a watch. No hoop or dangling earrings are permitted for safety reasons. Only simple headbands or plain bows are permitted (not headbands that have objects extending from them). Shoes must be black or brown without heels; no moccasins or boots are permitted. Sneakers may be worn with PE uniforms only. With the regular uniform, athletic shoes are permitted ONLY if solid black or brown. Hair color must be a natural color (for example NOT blue,

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

green, pink, etc.) and at the principal's discretion of what is considered "natural color." and must be clean and neatly combed/brushed.

Boys: Shirts **must be worn tucked in.** Uniform belt must be worn (grades 1-8). Ties must be the uniform tie unless a special privilege is given to wear other ties. Boys may not wear any jewelry except for a watch. Shoes must be brown or black dress shoes. Sneakers may be worn with PE uniforms only. With the regular uniform, athletic shoes are permitted ONLY if solid black or brown. Haircuts are to be neat and the length may not be longer than top of the uniform shirt collar. Hair color must be a natural color and spiked hair may be no longer than 1 inch.

Dress Down Days

On announced dress down days, students may wear clothes other than the school uniform. These are to be neat and appropriate. Jeans are permitted if neat; t-shirts must have school appropriate messages or words or pictures on them. Students may wear shorts of appropriate length in warm weather at the discretion of the Dean of Student Life.

Field Trip Attire

Students in grades K to 7 are to wear their uniforms on all field trips unless permission is granted by the Principal to wear different, appropriate clothes. Students in Grade 8 may wear "casual dress" for class trips as deemed by their teachers and Dean of Student Life.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Out of Uniform Guidelines

Students may wear:

- jeans
- tennis shoes
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- jogging suits
- nail polish
- jewelry
- dresses
- slacks

Students may not wear:

- flip-flop sandals
- no open back shoes
- tank tops
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- yoga pants
- leggings worn as pants – leggings must be worn with a dress or skirt
- make-up
- low cut blouses/tops
- clothing that is extremely tight
- hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE DEAN OF STUDENT LIFE.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Bus Behavior

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude on the bus at all times.

Students are expected to behave responsibly and in a way that ensures safety for all while riding the bus.

- Students will be respectful and obey the bus driver and bus monitors at all times.
- Students will be on time and at the correct stop.
- Students will wait away from the road until the bus has come to a complete stop and the door has been opened to board.
- Students will remain seated until the bus has come to a complete stop and the door has been opened to stand up to leave the bus.
- If a student must cross the street to board or after exiting the bus, he/she should check both directions for on-coming cars and proceed only on the signal from the driver.
- Students will form an orderly line to load and unload the bus.
- Students will board the bus in single file, be seated promptly, and remain seated while on the bus.
- Students will arms, legs, head, and any belongings inside the bus at all times.
- Students will keep all belongings out of the aisles.
- Phones and other electronic devices are not to be used with the bus driver's approval. Picture and video taking are STRICTLY PROHIBITED on the bus.
- There is to be no eating and drinking on buses. We have students with allergies and we cannot ensure their safety if food is consumed on the bus.
- Treat the bus property with respect and help keep buses clean.
- Speak quietly – DO NOT YELL
- Show respect to the bus driver and help ensure the safety of all by not causing distractions.
- The bus driver has the right to assign seats on the bus.

Misbehavior on the bus leads to consequences and possible bus suspension.

St. Rose of Lima Lunch and Recess Rules

If a student misbehaves during lunch and recess, the following consequences will occur:

- Two verbal warnings.
- After two verbal warnings:
classroom procedures for inappropriate behaviors shall be followed at this point.
new seat will be assigned

Serious misbehavior during lunch and recess will result in:

- Meeting with the Dean of Student Life
- Parents communication
- Loss of privileges
- Assigned seat at lunch
- Detention

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

- Suspension

Parent Volunteers are to be attentive to the students both while at lunch and at recess. Parents are discouraged from having long social talks with other parents if this prevents from parents attending to the safety of the students. Parents are not the final disciplinarians; rather the teachers present are ultimately responsible for student discipline.

Adults are prohibited to use cell phones while on lunch/recess duty. Cell phones may only be used in the case of a student/school emergency.

Lunchroom Behavior

- Students are to sit at the table while eating.
- We promote and expect a nut-free environment.
- Students are to make sure that their table is clean after lunch.
- All uneaten food and trash is to be put in the appropriate recycling/garbage cans.
- Students may not bring any play/toy item into the cafeteria.
- Students should not bring writing tools, books, or other materials to lunch.
- All rules and policies of the school regarding appropriate language, behavior, and treatment of others, which are outlined in the parent-student handbook, are to be followed.
- Students must ask an adult for permission to leave the lunchroom.
- Students are not to engage in any game-like play in the lunchroom.
- Everyone enters the lunchroom quietly and sits down and ready for prayer.
- A prayer of blessing is said together before and a prayer of thanksgiving is said after lunch.
- Teachers will call tables for hot lunch.
- Students may NEVER share or accept/take food from another student.
- Children need to raise their hand to ask permission to be excused to use the restrooms.
- Passes are needed when leaving to use the restrooms or for any other reason.
- Students will respect each other, teachers, staff, and lunch/recess room parents.

Recess Policies Outdoor Recess:

- Stay within the playground boundaries or gated areas.
- Students may only climb the “web” on the playground to the level directed by their teacher (one level per grade normally).
- Children may not throw or play with mulch.
- If a ball goes outside of the playground, always ask permission before you retrieve it. Children must respect the judgment of the teachers and parents on duty.
- Report to the adult on duty if you need to enter the building to go to the nurse’s office.
- Students are not to return to the building to use restrooms during outdoor recess. Restroom breaks should be taken prior to going outside.
- Report back when you return. (Only one adult may accompany a child to nurse’s office.) Report any injuries to an adult on duty immediately
- Respect each other’s personal space and treat each other with respect and dignity. Exhibit good sportsmanship at all times. Appropriate language becoming of Catholic School students is required.

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

- Share equipment and use it properly.
- Personal recess equipment is NOT permitted on the school grounds
- Students are not to push, wrestle, tackle each other or play games that involve any of these activities. FOOTBALLS ARE NOT ALLOWED AT RECESS.
- No rock throwing or kicking. In the winter, snowball throwing is forbidden.
- Students are responsible for returning equipment to storage containers at the end of recess.
- Please clean shoes on the mats before entering the school.
- Food or beverages are not allowed during recess.
- Students will respect each other, teachers, staff, and lunch/recess room parents.

Indoor Recess:

- Students will remain in their homerooms unless the gym is available.
- Students will play card games, board games, color, draw, read, work, etc.
- Students will use indoor voices.
- There is to be no yelling, running, etc.
- Balls or other outdoor equipment will not be used during indoor recess in the homerooms.
- Students will respect each other, teachers, staff, and lunch/recess room parents.

Money

Money that is brought to school for a specific purpose (class trip, book fair, etc.), must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in a backpack, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

DISCIPLINE

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Dean of Student Life. Detention takes precedence over appointments, practices, lessons, tutoring, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Rose of Lima School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Rose of Lima School.

Drugs and Alcohol

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

Electronic Devices

Non-school issued or approved devices are not permitted on the school premises. St. Rose of Lima School is not held responsible for the loss/damage of these devices on school property or at school events. This includes items lost on school buses.

Student cell phones or electronic devices, not used for school purposes, are not permitted to be used during the school day or in afterschool activities at St. Rose of Lima School. Only students in grades 6-8 are permitted to bring a cell phone to school, **and they must be turned off and kept in the student's locker.**

Electronic reading devices are permitted for reading at a time granted by a teacher. **Wireless capability on the student devices must be turned off at all times.** Students are responsible for loss/damage of these devices on school property, school buses and at school events.

Any student who uses a cell phone or non-approved electronic device during the school day or during a school activity will be subject to disciplinary action and will have their device removed from their possession. Parents will be required to pick-up the device(s) from a school administrator and/or teacher.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Items taken away from students will be returned to the parent(s)/guardian(s). The administration reserves the right to search the contents of a confiscated cell phone.

Safe Environment

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

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Safe Environments/No Meanness/No-Bully Policy

Bullying is prohibited in St. Rose of Lima School. It will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student, a physical act or gesture by one or more students repeatedly directed at another student, that:

(i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

School employees, students, and parents who become aware of any act of bullying must report the incident to the school administrator for further investigation.

Students may report acts of bullying anonymously by giving a note to his/her teacher. Parents or guardians of students may make written reports of acts of bullying.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

Bullying incidents that demand suspension or expulsion shall be reported to the Superintendent before any final decision is reached.

Clarification of terms:

"Cyber bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system;

"Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by the school.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

Harassment

St. Rose of Lima School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

The Dean of Student Life investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning environment.

Verbal harassment includes derogatory comments, jokes, or slurs; it also can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

A student who harasses another student shall be disciplined and may be expelled from the school.

Upon learning about the harassment incident, the administrator shall thoroughly investigate the circumstances. His/her investigation may include interviews with students, parents/guardians, and school staff; a review of school records; and identification of family issues.

If it is concluded that an act of harassment has occurred, the parents/guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for a student who harasses others shall depend on the results of the investigation and include a parent conference, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrators may also take appropriate steps to ensure student safety. This may involve reporting incidents to law enforcement if appropriate.

Harassment incidents that demand suspension shall be reported to the Superintendent and may lead to expulsion.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

STUDENT HEALTH AND WELLNESS

State of Connecticut Requirements

It is Connecticut State Law that the school has a completed Connecticut Health Assessment Record on file for all students entering Kindergarten and Grade 7.

It is also a state mandate that certain immunizations must be completed for entry into specific grades. Immunization requirements are listed on the St. Rose of Lima School website, www.stroseschool.com. The School Nurse can answer any questions you may have regarding these requirements.

For legitimate educational interest, it is sometimes necessary to exchange medical information with school personnel and health care providers.

Emergency Information

Every year, we require parents to fill out an Emergency Contact Form prior to the opening of school. Our primary goal is the safety of your child. This form authorizes the pick-up of your child by others, and will be strictly adhered to. If there are any changes, parents must notify us in writing, signed and dated as soon as possible.

If there is an emergency and you have to alter your child's dismissal plans, please call the Main Office by 1:00 PM.

In addition, please highlight on the contact form any allergies to medicine, food, latex and/or insects.

Illness Guidelines

A primary step in preventing the spread of infection is keeping your children at home when they are ill. Parents are the best observers of their children and know when they are out of sorts.

In this early stage, children are infectious and it is important that they be kept out of school at this time. They will get better faster and not spread infection to others. We know this puts a burden on parents, as they may have to use time from their work and scheduled activities to be with their sick children. While we are sympathetic to working parents, our first concern is the sick children and all of our other students. If a child appears to be ill, they will be taken to the school nurse for evaluation.

Here are some guidelines to follow if your children are ill. If you see any of these symptoms, it is best to keep your children at home.

- Fever of 100.0 or more (taken orally)
- Vomiting in a 24-hour period or diarrhea
- Severe coughing or constant nasal discharge
- Eyes that is pink/red, with drainage

It is best to check with your doctor if you have any questions about your children's condition.

The next decision is when your children should return to school. Children should be fever-free for 24 hours without any fever-reducing medications and be able to resume their normal diet and activity. Certain other conditions require children to stay at home or be under a doctor's care according to school policy.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

These conditions are:

- **Chicken pox (Varicella):** May return to school when all blisters have scabbed over, approximately six days.
- **Pink Eye (Conjunctivitis):** May return after treatment has been started with antibiotics and doses given for 24 hours.
- **Fifth Disease:** May return to school on doctor's recommendation.
- **Impetigo:** Exclude from school until evaluated and treated by a healthcare professional.
- **Head Lice:** Exclude from school until under medical treatment and have been checked by school nurse.
- **Ringworm:** Seek medical care. If unable to cover site, exclude from school until receiving medical treatment and considered non-infectious by doctor.
- **Scabies:** Exclude from school until considered non-infectious by doctor.
- Scarlet Fever, Scarletina, Strep: May return to school no sooner than 24 hours after the start of medication or upon doctor's recommendation.
- **Widespread Rash:** Exclude from school pending diagnosis by doctor.
- It is important to let the school nurse know if your children are not feeling well, are being treated for a medical condition or are taking any medication for illness. Having this information will enable the nurse to better assist your children while they are in school.

Medication Administration

If any medication, including over the counter medications (i.e. Tylenol, antacids, etc.) must be administered at school, an Authorization for the Administration of Medication by School Personnel forms have to be completed by the parent and health care provider. This form is on the St. Rose of Lima School website, and is supplied by the school nurse upon request.

Injuries and Exemptions from Physical Education Attendance

Physical Education (PE) is state mandated and compulsory unless a health care provider gives a written excuse for the absence. A note from a parent may excuse a student in Kindergarten through Grade 5 for two gym classes. Middle School students must have a doctor's note if missing any gym classes. If your health care provider writes a PE excuse, please indicate the first and last day of exclusion. If the last day of exclusion is not known, please indicate the next follow up visit, and submit a new PE Excuse. Notes of exclusion should be given to your child's homeroom teacher.

Food Allergy Guidelines

NUT FREE SCHOOL. The objective of these guidelines is to assist an identified allergic student in avoiding exposure to allergens and to provide for a supportive learning environment. St. Rose of Lima School will work with parents and students with allergies in order to minimize or avoid, as much as possible, the chances of an allergic reaction with a threat to the student's well-being. St. Rose of Lima School is taking what it considers to be reasonable measures to guard against an allergic reaction. However, since each individual (student, parent, and visitor) must accept responsibility for compliance, the school cannot guarantee that a student will not come in contact with a product he/she may be allergic to in the course of a school day or during a school-related event, which could include but is not limited to school dances, Holiday programs, etc. The school nurse will work with parents, students, faculty, staff and the school lunch program to outline a plan to address the needs related to a child's

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

allergies. Appropriate information and precautions will be communicated accordingly by the administration and/or faculty and staff.

Students, faculty, staff, and parents are asked not to bring any peanuts, peanut products, tree nuts or tree nut products to our school or to school-sponsored excursions including athletic events. Additionally, signage is posted at school that indicates St. Rose of Lima School promotes a peanut/nut free environment. Severe food allergies can be life threatening. In some cases, allergic reactions occur as a result of ingestion of allergens, while others are simply the result of physical contact with the allergens. The risk of accidental exposure can be reduced if everyone in our school community works to minimize risks and provide for a safe environment for our severely food allergic students.

Smoking

Connecticut Law prohibits smoking in a school building and on school property. Smoking of any type is prohibited at all times in the St. Rose of Lima School building, on its parking lot and playgrounds. This prohibition applies to faculty, staff, parents, and all visitors to the school

Allergy Policy

In general, the school nurse will follow the health policies of Newtown. All school nurses, teachers and principals have a copy of the State of Connecticut Guidelines for Food Allergies and should be familiar:

http://www.sde.ct.gov/sde/lib/sde/pdf/publications/food_allergies/food_allergies.pdf

It is the responsibility of the Principal to call a meeting with the school nurse at the beginning of the school year to discuss specific children with food allergies. To ensure proper implementation, the school nurse will formulate an Individual Health Care Plan for each individual child with a food allergy and discuss this plan with the appropriate school staff members and the student's parents.

Due to food allergies, students may never share food with another student or be given food by a non-parent during the school day. **Food is prohibited to be served during any classroom or school day activities.** An Ice Cream permission form is required in order for students to participate in ice cream treats provided by the school or the Pastor.

Due to student or personnel allergies, pets from home are not permitted inside school buildings except in the case of service animals.

General Medication

Administration of medication by school personnel should be in compliance with the city/town in which the school resides. Proper medical authorization forms must be used.

Students requiring prescription and/or over-the-counter medications in school must present a physician's authorization and written parent/guardian permission. Such medication must be in its original pharmacy container and shall be kept in a locked file in the nurse's office.

In some circumstances, a student may be allowed to self-administer medication with a physician's written authorization.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Asthma Medication

Immediate access to reliever inhalers is vital. Parents should send rescue inhalers into the Nurse, with the proper forms. Children in grades 6-8 may self carry with the proper forms. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler and physician's authorization. All inhalers must be labeled with the child's name by the parent.

At the beginning of each school year, or when a child joins St. Rose of Lima Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

STUDENT SAFETY

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Emergency Drills

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

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Stand in a straight line facing away from the building;
4. Return to building when signal is given.

Bad Weather drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Return to the classroom when signal is given.

Student Safety Accidents

All safety accidents on school premises shall be reported to the Principal immediately. The Principal shall complete an accident form.

The Superintendent shall be informed by the Principal of any accidents. It is the responsibility of the Principal to immediately inform the Superintendent of School of any accidents that occur on school premise or off-premise relating to students or faculty.

School Doors and Windows

All school entrances are to be locked at all times. Only specified school personnel may admit visitors at the main school entrances. All visitors must report and register at the school office. Visitors may not use any other access point to enter the school buildings for the first time. Special permission and arrangements to use other doors for the purpose of a special activity or delivery must be received by the school offices. All visitors must wear an identifying badge for the duration of the visit. No visitor is exempt from this policy.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Interior doors to classrooms are closed and locked during the school day. Teachers or students may admit the Principal, other faculty or invited visitors who have registered in the front office into the classroom. All window blinds are to remain down with slats open. Windows may be open during the school day, but teachers are responsible for closing and locking them at the end of the school day. Windows are marked with an emergency exit which will not be blocked with sill items or floor items within three square feet of the designated window.

Traffic Safety

Before the opening of the school year, the Principal arranges with local police officials for the protection of students who cross traffic intersections on their way to and from school. For parents driving and picking up students from school, a “car walk” pattern of traffic has been established for safety purposes.

At no time are parents permitted to drive their children up to the main school doors via the circle drive immediately in front of school. Parents who are dropping off children, who are late, must park their cars and walk their child to the door.

Fire Safety

Proper fire exit directions are posted clearly in each room of the schools. The school is required by State Law to conduct ten drills a year. There will be at least two fire drills held during the first two weeks of a school term and eight additional fire exit drills during the year.

St. Rose of Lima School conforms to the requirements of the Newtown fire code. The administration ensures that all teachers, other employees, and students are made aware of the procedures to be followed in case of fire. There is a written log readily available in the school office to the fire inspectors/Office for Education regarding monthly fire drills.

School Safety and Crisis Intervention Plans

St. Rose of Lima School has a Safety and Crisis Intervention Manual outlining the procedures to be followed in the event of an accident or serious injury, fire, bomb or bomb threat, intruder, incapacitated teacher, attack, bus accident, kidnapping, hostage taking, suicide, and death of an employee or student. The school will have periodic safety and crisis drills each year so that all employees and students are familiar with the procedures outlined in the manual. A copy of the St. Rose of Lima School Safety and Crisis Intervention Manual is provided to all employees.

If in the building during an emergency or emergency practice drill, parents and visitors are to take the direction of the teachers, staff and administrators. For the safety of all students, personnel and visitors, non-official persons are not permitted inside the building or may not contact anyone inside the building via text, cell phone or other mobile device during an emergency or emergency practice drill.

Child Abuse Laws

St. Rose of Lima School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

STUDENT TECHNOLOGY

Internet Engagement

Engagement in social networking, online blogs, You Tube postings, etc. 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.

The logo, name or mascot of the school may not be used or reproduced by any student without the permission of the Dean of Student Life. Violations of this policy will lead to disciplinary action that may lead to expulsion.

Technology Concerns

- **Logs:** Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page or other social media pages. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.
- **Instagram®:** Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.
- **Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Newtown Police Department will be notified.
- **Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.
- **Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. **Students should NEVER use the teacher's cell phone to make a telephone call.**

Right to Amend

**St. Rose of Lima School reserves the right to amend this
Handbook. Notice of amendments will be sent to parents via email
communications and the weekly newsletter.**

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

St. Rose of Lima School Civility Policy

Standards and Expected Behavior

St. Rose of Lima School strives to promote an environment in which all members of the school community treat each other civilly and with courtesy and respect in all contacts.

The school understands that well-meaning people may disagree on an issue and have a right to express their own opinion. Nonetheless, we must maintain an environment in which people can feel safe, secure and mutually respected.

Thus it is our expectation that all members of the SRS community, parents, students, teachers and staff interact in a courteous and respectful manner whether in person, on the phone, or in written communication.

Unacceptable Behavior

Disrespectful, rude, abusive or intolerant behavior shall be addressed when it occurs.

Unacceptable behavior includes, but is not limited to:

- Disruptive, demeaning or antagonistic behavior
- Loud, offensive and abrasive language, displays of temper, or insults conveyed through actions, words or in writing.
- Threatening or intimidating behavior.

Response to Inappropriate Behavior by School Personnel

In any instance where a student, parent or other member of the public behaves in a way in which is offensive, abusive, or threatening, a polite warning will be given.

If the behavior continues, the meeting, conversation, written correspondence or other interaction will be terminated.

Response to Inappropriate Behavior by Parents, Students or the Public

If any school employee behaves in aforementioned inappropriate ways, the school administration or immediate administrative supervisor of the employee should be notified so that the matter can be investigated and acted upon.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

COMPLAINT PROCEDURES FOR REPORTING INAPPROPRIATE BULLYING BEHAVIOR

Formal Complaints

Students and/or parents/guardians may file written reports of conduct that they consider to be bullying. The reports should be specific as to the actions giving rise to the suspicion of bullying, including time(s) and place(s) of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. To assure completeness, it is suggested that the complainants use the applicable report form (see appendix). A report may be filed with a teacher, administrator, guidance counselor, school nurse or other staff member, who shall refer it to the principal for review and action.

Informal Complaints

Students may make an informal complaint of conduct that they consider to be bullying by a verbal report to a teacher, administrator, guidance counselor, school nurse or other staff member. The complaint should be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Any school employee who receives an informal complaint shall complete a written report form, including the information provided, and shall forward the reports to the principal no later than the following school day.

Anonymous Complaints

Students who make informal complaints may request that their name be kept confidential. In such cases, the principal or designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity may have on the investigation of the complaint and/or possible remedial action. At this meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the accused student(s).

Disposition of Complaints: Staff Responsibilities

Witnesses: A staff member who witnesses acts of bullying, as defined above, shall promptly notify the building principal or designee of the events and file a written report form no later than the following school day.

Recipients of Complaints:

- **Formal complaints:** A staff member who receives a written complaint shall forward it immediately to the building principal or designee.
- **Informal complaints:** Staff members receiving informal (verbal) complaints from students shall fill out a written report form and forward it to the principal or designee immediately (no later than the following school day). Staff members who receive verbal complaints from parents or other adults should request the informant to fill out a formal report.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Handling of Complaints: Administrators' Responsibilities

Investigation

A. All complaints shall be investigated promptly under the direction of the building principal or designee, and a written report prepared when the investigation is complete. The report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action if appropriate. Where appropriate, written witness statements shall be attached to the report. However, when a student making an informal complaint has requested anonymity, the investigation of the complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint, subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Follow-up: Remedial Action

Verified acts of bullying shall result in intervention by the building principal or designee that is reasonably designed to assure that the prohibition against bullying behavior is enforced, with the hope and expectation that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in its seriousness, and its impact on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above may warrant disciplinary action against the perpetrator, in accordance with the school disciplinary procedures, whether and to what extent to impose disciplinary action is a matter for the sound discretion of the principal.

Reporting and Record-Keeping Obligations

A. Report to the parent or guardian of the perpetrator

If after investigation, acts of bullying by a specific student are verified, the building principal or his/her designee shall notify the student's parent or guardian in writing of that finding. If disciplinary consequences are imposed against such student; a description of such discipline shall be included in such notification.

B. Report to the victim and his/her parent or guardian

If, after investigation, acts of bullying against a specific student are verified, the principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator. The specific disciplinary consequences imposed, as reflected in the perpetrator's educational records, shall not be disclosed to the parents/guardian of the victim, except as provided by law.

C. Record of List of verified acts of bullying

The principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with A and B above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that is the subject of the report involves separate and distinct acts of bullying.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

Intervention Strategies

In addition to addressing both informal and formal complaints, teachers and other staff members are encouraged to address the issue of bullying in other interactions with students. Using an approved diocesan social skills program and other strategies, teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

St. Rose of Lima School Enrollment/Admissions Agreement
2020-2021

Upon registering at the school, a non-Refundable Registration of \$150.00 for returning Families and \$200.00 for New Families must be paid in order to secure your spot.

Families requesting Financial Aid must apply online at <https://online.factsmgt.com> when due. Late applications will be considered to the extent financial aid funds are available after processing all on-time applications.

No child will be admitted to class for the next school year unless the tuition balance from the prior school year is paid in full. This includes ALL monies owed for after school programs as well.

All families must enroll with **FACTS Management** and indicate the method of tuition payment that will be used for the new school year. Regardless of the plan selected, all tuition payments will begin in July, and extend to April. The annual FACTS enrollment fee is waived for all families paying in full and a 2% discount is given. All families must enroll in a payment plan through FACTS Management by May 1st.

If an electronic payment fails for insufficient funds, a \$30 Returned Payment Fee will be assessed by FACTS Management and your bank may assess additional fees. The missed payment will be automatically reattempted within 15 days. There is a 2.75% convenience fee for paying by credit/debit card.

All Tuition accounts will be considered seriously delinquent if not paid after thirty (30) days from the due date. Report Cards will be withheld for delinquent tuition accounts past thirty (30) days.

If an account remains past due for more than sixty (60) days, the student may be asked to leave the school permanently until the account is paid. We reserve the right to send any delinquent account to an outside collection agency which may adversely affect your credit rating.

No school academic records will be released until all financial obligations have been met.

Families are responsible for all attorney fees and collection fees associated with recovering any defaulted balance.

All financial obligations including after school fees must be paid in full by May 1 in order for that student to participate in graduation ceremonies or field trips.

No Fees are Refundable. If a family enters during the school year, all fees are due in full. These fees are not pro-rated.

Tuition is Non-Refundable. Tuition is non-refundable except in special circumstances approved by the Principal, which may include but is not limited to medical reasons, relocation, or financial duress.

All students are admitted on a conditional basis, in accordance with Diocese of Bridgeport Policy 3.107, which states, *"All new students are admitted on a conditional basis. If it is determined that the placement is not beneficial, parents will withdraw the student. Tuition will be refunded on a pro-rated basis. Non-refundable fees are not considered tuition and thereby will not be refunded."*

By signing this contract, you agree to pay the tuition as set forth above, and in the Tuition Schedule, and to abide by all the terms and conditions described above.

Student Name(s): _____

Print Parent/Guardian Name

Signature

Date

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021



DIOCESE OF BRIDGEPORT, CONNECTICUT
2020-2021 ACCEPTABLE USE POLICY
STUDENT AGREEMENT AND PARENT PERMISSION FORM/iPad
FORM

Internet Safety and Computer Equipment Use Including all Related Systems, Software and Networks (one sheet to be completed for each student)

I _____ (printed student name) at St. Rose of Lima School, Newtown, Connecticut, a student in Grade _____ (please use number and letter for grade level, ex. 1B) understand and agree to the Acceptable Use Policy of the Diocese of Bridgeport in terms specified below:

- That use of the computers and Internet is for educational purposes.
- That the Internet contains inappropriate material.
- I will not knowingly access inappropriate or unacceptable material.
- That I will not hold St. Rose of Lima School, Newtown, CT or the Diocese of Bridgeport responsible for inappropriate materials which may appear on the Internet.
- That violation of the Acceptable Use Policy may result in revocation of the Internet or computer privileges and/or school discipline and/or legal action.

(Student Signature)

(Date)

Printed Names Below:

I _____, Parent/Guardian, of _____, student at St. Rose of Lima School, Newtown, Connecticut have read and understand the Acceptable Use Policy of the Diocese of Bridgeport as to the rights, responsibilities, expectations, understandings, prohibitions and etiquette as specified in the said Acceptable Use Policy. In addition, I agree to allow my child to participate in the technology programs and Internet use under the provisions specified at St. Rose of Lima School, Newtown, Connecticut.

Furthermore, I understand that it is my responsibility to notify the Principal of St. Rose of Lima School if I wish to exercise my right as a parent as specified in III of the Acceptable Use Policy of the Diocese of Bridgeport.

(Parent/Guardian Signature)

(Date)

TO BE SIGNED BY EACH STUDENT ENROLLED AT ST. ROSE OF LIMA SCHOOL AND THEIR PARENT/GUARDIAN. AGREEMENT/PERMISSION FORM IS TO BE KEPT ON FILE IN THE MAIN OFFICE.

Parent and Student signature (Gr. 6-8) required below in order for a student iPad be used on school premises:
We have read this policy and understand and accept the student responsibilities required.

Parent Signature

Date

Student Signature

Date

Please return entire sheet to School by September 15, 2019

ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021

ST. ROSE SCHOOL iPad Acceptable Use Policy

Program Overview

Providing students the opportunity to participate in a 1-to-1 environment will enhance each student's overall learning experience. Utilizing iPads at ST. ROSE OF LIMA SCHOOL gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also increases access to educational technology during the school day, narrows the digital divide between students, and promotes responsible use of today's ever changing technologies.

All iPads in use by ST. ROSE OF LIMA SCHOOL students under this program are subject to the responsibilities and restrictions in this policy as well as the ST. ROSE OF LIMA SCHOOL Computer Usage Policy found in the Student Handbook (collectively referred to herein as "ST. ROSE OF LIMA SCHOOL AUP"). This applies whether the student purchased the device on their own or through ST. ROSE OF LIMA SCHOOL. All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. ST. ROSE OF LIMA SCHOOL technology staff will periodically monitor iPad wireless activity. In addition, ST. ROSE SCHOOL reserves the right to confiscate and search all student iPads to ensure compliance with ST. ROSE OF LIMA SCHOOL AUP. Students must comply with any individual classroom rules regarding use of iPads set forth by each teacher and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request. Students in violation of ST. ROSE OF LIMA SCHOOL AUP will be subject to appropriate disciplinary action relative. In addition, their device may be: confiscated for a period of time during the day or overnight, and/or have all personal content removed. ST. ROSE OF LIMA SCHOOL may remotely lock down and wipe a device. ST. ROSE OF LIMA SCHOOL is not responsible for financial loss suffered due to personal material being deleted, including applications (apps), music or other media purchased by the student. Repeated violations will result in restrictions being placed on the device by ST. ROSE OF LIMA SCHOOL and student only being able to access their academic content. Regardless of any disciplinary action, completion of all class work remains the responsibility of the student.

Parents should discuss their expectations for responsible, acceptable behavior with their students. All students must sign the ST. ROSE OF LIMA SCHOOL iPad Student Pledge before being allowed to use their iPad at ST. ROSE OF LIMA SCHOOL.

Student Responsibilities

Caring For The iPad

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the iPad.
- All iPads must be in a protective cover at all times. Covers will not prevent all damage but they will help protect it and preserve the device.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Defacing of the iPad and the cover of the iPad in any way is prohibited (stickers, markers, etc).
- To extend battery life, students should always turn off and secure their iPads when not in use.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- Students are required to use school issued name labels for iPad identification.

Safeguarding and Maintaining as an Academic Tool

- The iPad is required to be at school every day, fully charged. Charging at school will be extremely limited. It may take up to 4 hours to fully charge the device so overnight charging is recommended.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students will use iCloud for a secure backup of their iPad device. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents, and apps and allow access to class materials in the event a loaner device is necessary. Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Preloaded apps and all materials provided by ST. ROSE SCHOOL may not be deleted and they must be updated periodically as indicated by the device.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

media/files/apps must be removed regardless of financial loss to the student.

- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- The volume is to remain on mute all day. Permission must be obtained from the teacher to use headphones or unmute the device. Cameras will be disabled during the day and only used with the permission of the teacher.
- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

Lost, Damaged or stolen iPad

- If the iPad is lost, stolen or damaged, the Main Office must be notified immediately.
- iPads that are believed to be stolen can be tracked through the Meraki system. This provides the capability for iPads that cannot be located to be locked and remotely wiped.

Prohibited Uses

Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of ST. ROSE SCHOOL. Students must abide by the same prohibited uses as the use computers. See ST. ROSE SCHOOL AUP.

Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene or sexually explicit materials.

Illegal Activities- Use of the device or school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

IPads communication functions (**messaging, texting, FACETIME, camera and microphone**) functions are not to be used during the school day unless under the direction of a teacher for academic purposes. Any use of cameras in restrooms or the locker room, regardless of intent is strictly prohibited.

Inappropriate for school media may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs,

- Gang related symbols or pictures).
- Students may only access the Internet through ST. ROSE SCHOOL's wireless network during the school day and all other access (3G, proxies, VPN, etc. is strictly prohibited)
- Violating Copyrights- Students are allowed to have music and install apps on their iPads, however the items downloaded to the iPad must be in compliance with Federal copyright laws.
- Misuse of Passwords/Unauthorized Access- Students must set a pass code to their iPad to prevent other students from misusing their iPad. Students are prohibited from trying to gain access to another student's
- iPad, accounts, files or data.

Registering your iPad

- All iPads used at St. Rose of Lima School must be enrolled in the school's MDM system. To enroll your device, visit <https://jss.stroseschool.com:8443/enroll> User name: enroll
Password: 1965
- Any student who uses an iPad not enrolled with the school's MDM system, the school has the right to enroll the student iPad.

Parent and Student signature required below in order for a student iPad be used on school premises: We have read this policy and understand and accept the student responsibilities required.

Parent Signature

Student Signature

Date

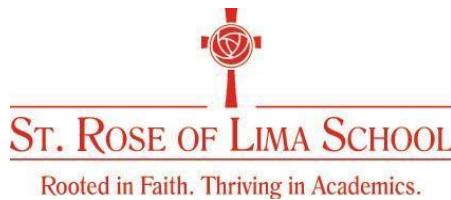
Parent Name (Printed)

Student Name (Printed)

Date

Please return entire sheet to School by September 15, 2020

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**



**Media Release Form
2020-2021**

If you are NOT opting out, do NOT return this form.

St. Rose of Lima School and the Diocese of Bridgeport has active marketing programs. Students and their work may appear in school newsletters, newspapers, brochures, videos, websites and official social media pages as well as other promotional material. Such productions may be used for educational or marketing purposes and may be copied or copyrighted with the school retaining any and all rights. Parents and guardians reserve the right to object to the use of their child's image by completing this form and returning it to the school principal.

I do **NOT** wish to have my child's image made public and I hereby do NOT give consent to St. Rose of Lima School in the Diocese of Bridgeport and its agents and representatives to take photographs and/or videos of my child while he/she is participating in school-sponsored activities. **This does not include the school yearbook and class photos.**

Child's name: _____

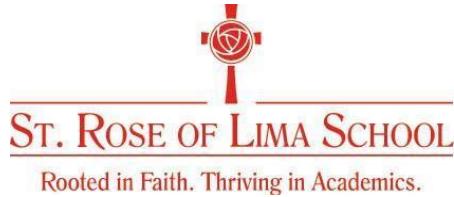
Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____ Date: _____

**Please return entire sheet to School by September 15, 2020.
Follow up with an email to secretary@srles.com to make sure we received your opt out form.**

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**



**St. Rose of Lima School Family Directory
Opt-Out for 2020-2021**

If you are NOT opting out, do NOT return this form.

Family Name:

Please Print Clearly

My family chooses to OPT OUT of the St. Rose of Lima School Family Directory for the 2020-2021 school year. We understand that other school families will not be able to contact us via the electronic school directory.

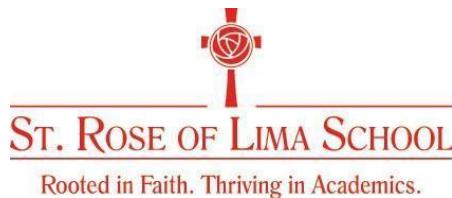
Parent Signature

Date

Please return entire sheet to School by September 15, 2020.

You may also opt out on the St. Rose Rediker Parent Portal by Sept. 15, 2020.
Follow up with an email to secretary@srles.com to make sure we received your opt out form.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**



2020-2021 Opt Out of Ice Cream Activities

If you are NOT opting out, do NOT return this form.

I do not give permission for my child, _____, to
Print Full Name

attend an ice cream activity at the school or at Holy Cow during the 2020-2021 school year.

Parent Signature

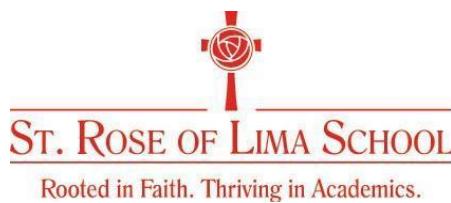
Date

Please return entire sheet to School by September 15, 2020.

Follow up with an email to secretary@srles.com and your child's teacher to make sure we received your opt out form.

If you are NOT opting out, do NOT return this form.

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**



Acknowledgement of Having Read the SRS of Lima Handbook 2020-2021

After you have read the handbook and have reviewed its contents (where appropriate) with your child/ren, we ask that return this page signed to the school office **NO LATER THAN SEPTEMBER 15**. We must have a signed copy of this letter on file for every family.

Our family has read and discussed the St. Rose of Lima School Handbook and we agree to be in full compliance with the outlined school and Diocesan policies and procedures.

Family Name (Please Print) _____

Student Name: _____ **Grade:** _____

Signature: _____ **Date:** _____

Student Name: _____ **Grade:** _____

Signature: _____ **Date:** _____

Student Name: _____ **Grade:** _____

Signature: _____ **Date:** _____

Student Name: _____ **Grade:** _____

Signature: _____ **Date:** _____

Parent Name (Print): _____

Signature: _____ **Date:** _____

PLEASE RETURN TO OFFICE BY SEPTEMBER 15, 2020

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**



**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**

**ST. ROSE OF LIMA SCHOOL
STUDENT AND FAMILY HANDBOOK 2020-2021**