

Saint Rose of Lima Catholic School



Parent/Student Handbook 2019-2020

Learning, Love and Service

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SAINT ROSE OF LIMA PARENT/STUDENT HANDBOOK

Forward

The school is an extension of the home, and it is to the home that the school looks for support and collaboration in the important work of education. This handbook reflects our desire for clear communication within a framework that is informed by the light of Christ and consistent with best practices.

Saint Rose of Lima

Isabella Flores, commonly known as Rose, was born in Lima, Peru, in 1586, and became the first canonized saint of the Western Hemisphere. She led a virtuous life at home and, after receiving the habit of the Third Order of Saint Dominic, she made great progress in a life of penance and prayer. She had a special devotion to Christ in the Eucharist and to the Blessed Mother. Her desire to teach others the secret of prayer made her a zealous promoter of the Rosary. She died at Lima in August 1617, and was canonized by Pope Clement X in 1671. She is patroness of South America and the Philippines. Her Feast Day is celebrated on August 23rd.

History of Saint Rose of Lima School

Saint Rose of Lima Catholic School is a Jubilee School re-opened by the Diocese of Nashville in 1999. It is a ministry of Saint Rose Parish and is supported by the Parish. The School also serves families from surrounding parishes.

Saint Rose School first opened its doors in 1953 as a four-classroom school with two grades to each room. It was staffed by three religious from the Sisters of the Most Precious Blood from O'Fallon, Missouri.

Classes began with 81 students: 44 were from Sewart Air Base and 37 were from Murfreesboro. Throughout its early existence, more than one-half of the students were from the Air Force Base.

Through the years the facility had been expanded until in 1969 there were nine classrooms, a library, cafeteria and gymnasium. The enrollment increased steadily until it reached its peak at the beginning of the 1968-69 school year with 263 students.

During the 1968-69 school year, it was learned that Sewart Air Force Base would close and dependents would begin to leave. By the end of the year, the Precious Blood Sisters had withdrawn, and the impending closing of the Air Force base led to the closing of the school in 1970 since over half of the children were from the base. The Dominican Sisters of St. Cecilia were asked to help administrate the school in its last year of operation.

Several factors would contribute to the ongoing growth in the Catholic community in Murfreesboro. In the 1990s Rutherford County in general and Murfreesboro in particular began a time of unprecedented growth. The opening of Nissan Motor Manufacturing Plant brought an influx of families from heavily Catholic industrial states in the north. In addition, the spirit of love, faith and charity found at Saint Rose Church began to draw dozens of adults each year to the RCIA program, helping to grow the parish to over 1000 families.

Parents began to ask that the school reopen. They worked for this goal with great enthusiasm. In 1997, Bishop Kmiec inaugurated an in-depth study concerning the areas in need of a Catholic school. It was decided that Saint Rose School would be reopened.

In 1998, the Dominican Sisters of Saint Cecilia Congregation in Nashville agreed to return to the school. In the following year, Saint Rose School reopened with 88 students in Grades K-4, two Dominican Sisters and five lay teachers. Each year grades were added and in August 2003 the school was complete with eight grades. The addition of a second section of each grade was completed in 2009 after the addition of the new junior high wing.

Accreditation/Affiliations

Saint Rose is accredited by AdvancED through the Diocese of Nashville Office of Catholic Schools and is approved by the State of Tennessee. Saint Rose is a member of NCEA (National Catholic Educational Association) and of ASCD (Association for Supervision and Curriculum Development).

I. PHILOSOPHY/MISSION STATEMENT

Mission Statement

Saint Rose Catholic School unites with the family to provide a quality Catholic education in a Christ-centered environment, promoting learning, love and service, which prepares students for the future.

Philosophy

Saint Rose School is a Catholic elementary school. Its philosophy is derived from the application of fundamental Catholic teaching which holds that every human person made in the image and likeness of God has a dignity and an eternal destiny. It is the work of the school to support parents, the primary educators of their children, in the formation of each child. Saint Rose seeks to build on the natural curiosity and wonder that children begin with in life in a nurturing environment. The school supports growth by developing skills and depth of understanding with the undergirding of self-discipline. Learning is to be a lifelong pursuit that results in human flourishing. Saint Rose, therefore, exposes students to all that is true, good and beautiful, understanding that through such exposure students will become more fully human and ultimately more fulfilled.

Beliefs

- Saint Rose Catholic School provides a Christ-centered atmosphere that fosters a love for the Catholic faith, life, family and country in which each student can learn, achieve and succeed to his or her potential.
- Students should be encouraged to respect differences in cultures, creeds and origins in a spirit of cooperation, mutual respect and love.
- Students should be prepared for the challenges of the future, as well as the duties of good citizenship through the development of character and leadership in order to serve the Church, community and country.
- The uniqueness and dignity of each student should be valued in order to fully develop the spiritual, physical, intellectual, emotional and educational needs of students.
- A standard of high expectations, structured environment, and quality programs in the academic disciplines and fine arts should be provided to promote student achievement.
- Programs of health and safety should be provided, as well as physical activity that encourages fitness, sportsmanship and the discipline needed to participate in cooperative play and athletics.
- Ongoing evaluation and updating of programs, methods and procedures are essential to maintain standards of excellence.

Parents and School

Parents, as primary educators, are the best ones to make provisions in their children's lives for the continual process of educational growth. It is expected that parents will want to be active participants in their children's education. Opportunities to volunteer in the classroom and work on School and Hands (Home and School) Committee projects are numerous. Parents who show interest and participate in the life of the school promote student success.

School/Parent Partnership Agreement

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at Saint Rose Catholic School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the Saint Rose personnel and the parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue between the teachers and the parent/guardian. Neither parents or teachers can afford to doubt the sincerity of the efforts of their educational partner as both seek to provide a challenging, yet nourishing environment. It is imperative that young people are held accountable for their actions in an atmosphere of respect. If a misunderstanding or a concern is brought home, parents are asked to encourage their child(ren) to learn how to communicate their questions and concerns directly to teachers in order that the situation finds resolution and lessons are learned. Parents are, in turn, asked to bring any concerns they may have directly to the teacher, avoiding critical talk that would undermine the authority of the teacher.

If a parent/guardian refuses to abide by the rules and regulations of Saint Rose, or by word or action is unsupportive of its goals, or is a source of criticism or division within the school community, or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from Saint Rose Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

Parents must supervise their child when on school premises for events where other care is not provided through the school.

Mediation

According to Diocesan policy, problems should be solved at the lowest level of authority if at all possible. The following guide is given:

- Approach the person with whom there is a problem and attempt to resolve the dispute.
- If efforts to solve the issue on this level fail, take the concerns to the Principal.
- If a good faith resolution cannot be reached with the Principal, contact the Pastor in the parish school.
- If a resolution cannot be reached with the Pastor, the Superintendent of Schools may be contacted.

An aggrieved person may apply to the Diocesan Tribunal for mediation services at any time.

In order to promote direct and more personal communication that has the safeguards of confidentiality, it is the policy at Saint Rose School for parents and teachers to not email one another.

Home and School Association (HandS)

Parents have been an integral part of the success of Saint Rose School from the beginning, providing events that promote a strong sense of community and, at times, much needed funding. All parents are encouraged to take an active interest in this association by attending meetings and taking part in volunteer opportunities within the school.

School Advisory Council

The School Advisory Council is composed of parents who work in conjunction with the principal and pastor of Saint Rose School. They bring enthusiastic support and professional expertise to foster growth, long range planning and a variety of contributions. A sub-committee of the Parish Council, the group is subject to the policies and regulations of the Catholic Diocese of Nashville under the leadership of the Bishop and the Superintendent of the Diocese of Nashville.

II. ACADEMICS

Conferences

One formal parent/teacher conference is scheduled during the first quarter. First quarter report cards are issued to the parents at this conference. Another conference will be scheduled at the end of the school year to go over the standardized tests results. There will be a day set aside in February for an optional conference. This will be a time for the teacher and parents to discuss progress made and set goals for the upcoming year.

Parents or teachers may request conferences at any other time when deemed necessary. To make an appointment with a teacher, a parent may call the school office and access the teacher's voice mail. Teachers' schedules fluctuate and they need an opportunity to schedule an appropriate time so they will be prepared and the communication will be clear. Parents are asked not to visit teachers or "drop by" without notice when teachers are supervising students or preparing for class.

Counseling

We are pleased to have a professional counselor from Catholic Social Services available for our students at Saint Rose School. A counselor will be at school from 8:30am. to 3:00pm. three days a week. These days will be announced at the beginning of the school year.

Counseling services may include family and group counseling, classroom presentations, and/or individual counseling. The parents, teacher, or Principal may refer a student for counseling. Students may have one session with the counselor without written permission. To continue sessions, a “referral form” must be completed and given to the counselor by the individual making the referral. The counselor must obtain written permission from the student’s parent(s) or legal guardian(s) prior to providing ongoing counseling services. Every effort is made to ensure the privacy and confidentiality of the counseling sessions.

It is important that this service be a team approach: that is, the counselor, parents, and teachers working together for the benefit of the child. Psychologists who are not contracted through the school may not assess or work with a student in the school building without consent of the principal and the appropriate screening.

Special Programs

Saint Rose offers opportunities for personal, social, physical and spiritual development. These programs include drug and alcohol prevention programs, sexual awareness and safety, as well as social/personal skills development. Examples of such programs include: retreats, team building workshops, and DARE.

Homework

Homework time per night should not exceed the amounts below. Parental help is suggested and encouraged for students in grades K-3.

10-15 minutes Grade K	
20-30 minutes Grade 1	60-75 minutes Grade 5
20-30 minutes Grade 2	60-75 minutes Grade 6
30-45 minutes Grade 3	90-120 minutes Grade 7
45-60 minutes Grade 4	90-120 minutes Grade 8

Homework time does not include long-range assignments/projects, make-up work or required class work not completed during school hours.

Time allotments for homework must, out of necessity, be flexible. All children vary in their ability to perform any task. Parents should provide proper conditions in the home, a quiet place, and appropriate time for completion of homework. Parents are also urged to help the child realize that study and review of assignments are as vital and necessary as any written work.

Assignment notebooks are required of all students in Grades 1-8. The teacher or Principal may check these at any time. Parents are encouraged to review these notebooks with their children.

Make-up assignments are the responsibility of the student. If it is necessary for a parent to pick up assignments for a student, the school office must be notified before 12:00 noon. Assignments will be available after 3:10 in the office. Teachers are not expected to give assignments ahead of time for student absence.

Report Cards

Kindergarten students receive their first report card at the end of the 2nd quarter. Kindergarteners do not receive mid-term reports. Kindergarten children receive scholastic reports of progress which are noted by the following scale:

- Developing Adequately
- Improvement Needed
- Not Applicable

Grading Scale

Grades 1 and 2 use the following scale:

Grading Codes:	Percent:	Conduct/Effort Codes:
E=Excellent	93-100	E=Excellent
G=Good	86-92	G=Good
S=Satisfactory	77-85	S=Satisfactory
N=Needs Improvement	70-76	N=Needs Improvement
U=Unsatisfactory	below 70	U=Unsatisfactory

Grades 3 –8th grade use the following scale:

Grading Codes & Percentages:			Special Area/Conduct/Effort Codes:
A+ 99-100	A 95-98	A- 93-94	E=Excellent
B+ 91-92	B 88-90	B- 86-87	G = Good
C+ 84-85	C 79-83	C- 77-78	S = Satisfactory
D+ 75-76	D 72-74	D- 70-71	N = Needs Improvement
F Below 70			U = Unsatisfactory

Comments are, but not limited to, the following:

1st—4th Grade

- 1=Missing/incomplete/late assignments
- 2=Outstanding effort
- 3=Progressing well
- 4=Low test/quiz score
- 5=Poor class participation
- 6=Participates in class
- 7=Demonstrates reverence for prayer and liturgy
- 8=Does not follow directions
- 9=Observes school and class rules
- 10=Accepts responsibility
- 11=Practices self-control
- 12=Performance influenced by absences and/or tardies
- 13=Respects authority
- 14=Does not follow uniform code
- 15=Modified

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- 5=Poor class participation
- 6=Participates in class
- 7=Demonstrates reverence for prayer and liturgy
- 8=Does not follow rules
- 9=Follows rules
- 10=Contributes to class discussions
- 11=Not performing to full potential
- 12=Shows courtesy and respect to others
- 13=Works cooperatively with others
- 14=Does not follow uniform code
- 15=Modified

5th-8th Grade

Grades for each nine-week grading period will be based on class work, class participation, homework, tests, and/or projects, and other experiences in the learning process. The average of the year will be the average of two semesters. The passing mark is D- (70). A child earning an “F” average in a core curriculum class for the year, must make up the class in summer school or through pre-approved tutoring by an administrator. Written evidence must be given to the school indicating that the student has satisfactorily completed this requirement before the next school year begins in order for the student to be eligible for the next grade level.

Modifications may be made for a student with an IEP (Individualized Education Program). If modifications are made regarding the quality or amount of material covered, the grade will be accompanied by a notation of #15 (see above) in the comments section. This will be indicated on the permanent record by an asterisk (*).

Honors

Grades 5-8 are eligible for the Principal’s List and Honor Roll. The requirements are:

Principal's List:

- Report card must have all grades 93-100 (A or E)
- "Excellent"

Honor Roll:

- One or two grades may be 86-92 (B or G)
- All other grades must be 93-100 (A or E)
- The student must have "Good" in conduct.

End of the year Principal's list and Honor roll awards will be awarded to students who have met the above requirements for the first three quarters of the year.

National Junior Honor Society

Students in grades 7 and 8 are eligible for the NJHS. The National Junior Honor Society (NJHS) is a co-curricular activity that actively supports the educational goals of the school. NJHS strives to be inclusive- open to all students who choose to apply themselves and consequently meet the five established criteria of scholarship, leadership, service, citizenship, and character.

The Saint Rose Chapter of the NJHS is coordinated by a faculty advisor. A five-member faculty committee meets to select membership. NJHS is not an honor roll; membership is a privilege and not a right. Students may be placed on probation or dismissed from NJHS in the event that one of the criteria above is violated.

Selection of Members:

- Members of the seventh and eighth grade with cumulative averages of 93% in all subjects are eligible for membership.
- Students will be invited to apply for membership by filling out an application. Forms and deadline information will be posted and sent home in the Wednesday folder.
- Membership is voted on by a five-member faculty council. The council reviews applications based on established NJHS standards: scholarship, citizenship, character, leadership, and service.

Mid-term Reports

Mid-term Reports will be sent to the parents midway through the nine-week period. They are to be signed and returned to school. All reports are the property of Saint Rose School and therefore not to be tampered with at any time.

Progress Reports

Parents can keep track of students' progress through examining weekly folders, the mid-term report and the quarterly report. Both teacher and parents should work together when a serious and continuing lack of progress is noted. Parents should be notified or a conference should be scheduled if a student receives a grade of D or below on the mid-term or report card.

Grade Level Promotion/Retention

Kindergarten

A decision to retain a student in the Kindergarten program shall be based on the progress of the child, especially with regard to the level of maturity attained and the ability to handle the academic program of the first grade. A conference will be scheduled if there is a concern or need for retention.

Primary Grades 1-3

Inability to read causes more children to experience failure or lack of progress in school than any other single factor. The foundation in reading is laid in the primary grades, especially the first two grades. Hence, in the primary grades, promotion is to be determined mainly by the child's progress in reading. It is important to determine the overall ability of the child in making such decisions.

Intermediate-Junior High (Grades 4-8)

Promotion in grades 4-8 is to be determined by a combined average of the grades students receive in the following subject areas:

Christian Doctrine

Language Arts (Reading, Literature, English, Composition, Spelling/Vocabulary)
Mathematics (General Math, Pre-Algebra or Algebra)
Social Studies/History
Science

A student who has received a general average of “70” or “D-” in these subjects for the year is to be promoted, provided he/she has passed BOTH Mathematics and Language Arts.

Placement/Social Promotion

Placement and social promotion are permitted if the student has not successfully completed work in the present grade but has already been retained in that grade or retention is not advised for social or other reasons. Placement in the next grade must be approved by the Principal and is noted on the report card and student record. A student may be asked to leave Saint Rose to attend a school that better serves his/her academic or social needs.

Standardized Testing

Each year, all Catholic schools in the Diocese of Nashville administer a series of standardized tests. Standardized tests are a means of identifying each child's academic potential and thereby improving the instructional program as it relates to the child as an individual and to the class as a whole. The test currently used in the Diocese of Nashville is the ITBS (Iowa Test of Basic Skills). It is not the policy of Saint Rose School to release individual or class scores to anyone other than the child's parents. Saint Rose does not publish scores for the purpose of comparison.

- Saint Rose administers ITBS (Iowa Test of Basic Skills) to grades K-7.
- 3rd and 6th CogAT—Cognitive Ability Test
- 3rd, 5th, 8th grade students take the Diocesan Religion Assessment

Library

Pre-K through 8th grade are assigned a regular library period. Items may be checked out for one week and renewed for a longer time if needed. The library is open from 7:30-8:00 a.m. each morning to offer an additional time for students who want assistance in finding the appropriate book to read or use for reports. Books that are lost or damaged beyond repair will be charged to the student responsible for the damage of the book. The price will be \$20.00. The cost to replace a library card or lanyard is \$3.00. Students with overdue books may not check out additional items from the library until the overdue item is returned or replaced.

Careless handling of equipment is also subject to a fine. The school library/media program supports the school's objectives by being totally involved in the teaching/learning process. The library exists to assist the teacher with the child's development by means of both informational and recreational reading, and to have the students learn how to use reference materials to their best advantage. It is our special objective to promote a love and appreciation for books and the enjoyment of being able to use the library properly.

Curriculum Areas

The Diocesan curriculum guidelines, consistent with the State of Tennessee for secular subjects, are followed for the teaching of all curriculums.

The core subjects are:

- Religion
- Language Arts (Reading, Literature, Grammar, Spelling/Vocabulary, Penmanship, Writing)
- Mathematics
- Social Studies (Includes Geography and History)
- Science/ Health.

Disciplines that are taught several times a week depending on grade level are: Music, Band or Music Appreciation, Art, Computer, Library, Physical Education and Spanish.

Book Rental

Textbooks are the property of the school and will be used by other students from year to year. Therefore, it is very important that the students take proper care of the books. If books are lost or destroyed, students will be charged a replacement fee in

accordance with the cost of the books. Prior approval from the principal or assistant principal is needed in order for a student to rent books for the year.

Special Services

Saint Rose School believes that each student has potential and gifts that God has given him/her. Our Special Services Coordinator works with faculty, staff, parents and other professionals for the benefit of the child.

The Special Services Program is designed to support children who are experiencing difficulty in the regular classroom or who qualify for enrichment.

The goals of the Saint Rose Special Services Program are as follows:

- To provide support for teachers in identifying specific academic needs of students.
- To provide teachers with information about classroom adjustments necessary to meet academic needs of students who require extra support.
- To provide appropriate testing and/or contact to public school officials when further evaluation or assistance is needed.
- To provide individual and small group instruction for students who qualify.
- To provide enrichment programming for students excelling in specific areas.

A student must be recommended for special services in consultation with the classroom teacher, parents and special services coordinator.

If a student is not successful with the services at our disposal and is not making progress with the classroom adjustments or the resource support, the school will reserve the right to refer the student to another program which would better meet the needs of the student.

Graduation

Saint Rose School graduation for eighth grade shall be a simple and appropriate religious ceremony. Outstanding student achievement may be recognized at this time. Graduation exercises shall be arranged by the principal.

III. ADMISSIONS

Admission

Students whose parents desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

A student is admitted to the school on the premise that the student will benefit from and contribute to a Catholic, educational environment. Students are admitted on a probationary basis, subject to the student successfully completing one or more grading periods. Students with academic, behavioral or other needs that cannot be reasonably accommodated by the school may be denied admission or readmission. It is the responsibility of the principal to make decisions concerning acceptance of applicants.

Notice of Non-Discriminatory Policy

Saint Rose School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, athletic and other school administered programs.

Notification of Admission

Letters of acceptance will be sent to new students. This letter will include instructions for registration.

General Order of Acceptance

Applicants for admission will be given priority in the following order:

1. Current registered students who continue to meet school standards.

2. Siblings of children currently enrolled in Saint Rose School.
3. Registered, contributing parishioners of Saint Rose Parish.
4. Registered, contributing parishioners from area Catholic parishes.
5. Non-Catholic students.

The deadline for applications to receive priority status is in **January**. Applications may be submitted after this date, but the General Order of Acceptance Guidelines will not apply. Applications for admission will not be accepted if the concerned party is in violation of the Diocesan Policies or the adopted policies of Saint Rose School.

In order to maintain optimal class size, a waiting list may need to be established. In such cases, the list will be generated for each grade based on the admission criteria stated in this Admission Policy, with consideration given according to the date the application for admission was received.

Age for Admission to Kindergarten

Children entering kindergarten must be five (5) years of age on or before August 15 according to Tennessee State Regulations.

General Requirements for Initial Admission

1. Completed application
2. Non-refundable application fee
3. Successful assessment by a Saint Rose staff member for a child entering Preschool - Kindergarten, or a school day visit and/or test for a child entering grades one through eight
4. Interview with the principal
5. Two teacher recommendations, test scores, and report card for students.

Upon acceptance, additional paperwork will be needed to complete one's admissions file:

- Signature Form
- Birth certificate
- Baptismal certificate for Catholic students
- Family Financial Responsibility Form
- Tennessee Immunization Record
- Record release form signed to obtain records from the previous school. This includes special services, test scores, grades, and recommendations. The withholding of information may render the admission null and void.

Requirements for Admission of Current Students

The following should be returned to the school office by the specified date:

- Intent to Return/On-line Reenrollment
- \$200 Family Tuition Deposit (per family)
- Tuition Assistance application

Students or a family who are continually in violation of adopted school policy will be issued a letter of probation or non-acceptance at the discretion of the principal on the advice of the Academic Dean, in consultation with the faculty and with approval of the Pastor.

Class Placement

The principal/administration and faculty reserve the right to place students in a class that is consistent with the results of the student's prior academic records, admission testing or other situations under consideration. **Parents are asked to trust the decision of the school in the placement of their child.**

Student Withdrawal from School

When parents withdraw a student from the school, they must provide the school written notification of the withdrawal.

IV. GENERAL SCHOOL POLICIES

Arrival and Departure

The classrooms are opened at 7:30 a.m. (any child arriving prior to 7:30 will be sent to Extended Care and parents will be charged accordingly). Parents are asked to wait in the car until their child is safe inside the school. Teachers ask that students enter the classroom unaccompanied by parents or other adults in order to help students develop independence and maturity.

Communication between parents and teachers is to be encouraged but given the responsibilities that teachers have for the teaching and supervision of their students, parents who have questions or concerns are asked to see an administrative assistant in the school office to set up an appointment with the teacher outside of regular school time. Parents are asked to not approach a teacher during the school hours of 7:30 a.m. – 3:30 p.m. unless you have an appointment.

The prime objective at dismissal is to keep the students safe. Guidelines for dismissal will be sent home in the registration packet. It is important that parents/guardians follow these guidelines and the directions of the faculty and student ambassadors on duty during departure. According to State Law and out of concern for safety, cell phones should not be used in an active school zone when a car's motor is running. This includes the school parking lot and car pool line during drop-off and/or dismissal.

Parents are asked to send notes to the teachers if their child will be picked up early. If there are dismissal changes during the day, parents are asked to call the office before noon. If there will be a change in dismissal arrangements for their child.

Attendance

Regular attendance by the student is mandatory in order to achieve the goals and objectives of the curriculum, as well as a development of a sense of responsibility.

Absence

Teachers shall check and record daily attendance for all students. Written excuses are required for **all** absences. Parents/Guardians must call the school office to report an absence. The school will contact the responsible party if a call is not received by 9:00 am. Students who are absent may not participate in any school event during school or after school on the day of the absence.

Excused absences are as follows:

1. Personal illness of the student.
2. Medical and dental examination of the student when the appointment cannot be scheduled other than during school hours.
3. Student participation in school sponsored activities taking place during school hours.
4. Death in the immediate family.
5. Reasons of extenuating circumstances to be judged by the principal.

Unexcused Absences are all those not mentioned above.

In the case of an unexcused absence, the teacher is not required to instruct again, give credit for work missed, or provide make-up tests. For extraordinary circumstances, requests for an excused absence must be made in writing and addressed to the principal.

Make-up assignments are the responsibility of the student. If it is necessary for a parent to pick up assignments for a student, the school office must be notified before 12:00 noon. Assignments will be available after 3:10 in the office. Teachers are not expected to give assignments ahead of time for student absence. Students are given one day per day absent to complete make-up work.

Perfect Attendance awards will be given at the end of the year. Perfect attendance is defined as not missing school for any reason. This includes not being late or leaving early.

Tardiness

The tardy student provides a disturbance for the class and personally begins the day in a disorganized manner. **The bell rings at 8:00 a.m. for school to begin. Students arriving in their classrooms after the bell has rung are late and must report to the office where they will be given a late slip.** Students must give the tardy slip to the teacher for admission to class.

Tardies may be excused or unexcused. Excused tardies follow the same guidelines as excused absences. One unexcused tardy per 9 week grading period will be allowed. Each and every unexcused tardy after that will be considered an **automatic demerit**. A student will also be considered tardy by returning late to any class without teacher permission and a demerit will be issued.

Excessive Absence/Tardy

After 3 days of consecutive absences, a note from the doctor is required for the absences to be excused. After excessive absences (5 or more), a doctor's note or permission from the principal is required for each absence in order for it to be excused.

State law requires that parents be notified in writing when a student has missed five unexcused days of school. These do not have to be five consecutive days. The teacher will contact parents in the case of excessive absence or tardiness. If the situation is not corrected the office will contact the parents and set up a conference with the Principal, Academic Dean, teachers or staff members who may contribute to a solution or decide the course of action. Persistent absences may cause serious academic consequences (including but not limited to course or grade failure) and could result in the dismissal of the student. Excessive absence may result in retention in the same grade, or required attendance at summer school.

Buckley Amendment

Saint Rose Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file.

Child Abuse Laws

Saint Rose abides by the Child Abuse laws of the State of Tennessee. This law mandates that all cases of suspected abuse and/or neglect be reported to Department of Children's Services (DCS).

Class Schedules

At the beginning of the school year each classroom teacher will give students a copy of the daily class schedule.

Calendar

The school calendar of events contains the various meetings and school activities at Saint Rose School. This calendar is compiled within the framework of the Diocese of Nashville school calendar. Dates and school events will be published through the Wednesday Memo that is emailed each week and will be published on the website: www.school.saintrose.org

Daily Schedule

Saint Rose School follows a traditional August to June schedule. The school day begins at 8:00 a.m. Dismissal is at 3:10 p.m. The school is open at 7:30 a.m. Students are allowed in their classrooms at this time when the teacher is present. The school is not responsible for the supervision of students who arrive before 7:30 a.m. or for the supervision of students who are left at school after dismissal. Students on the premises before 7:30 or after dismissal will automatically be sent to Extended Care and parents will be charged for supervisory services.

Deliveries of Forgotten Item to Students/Teachers

In order to encourage responsibility and develop maturity, no deliveries of forgotten items will be given to students during the school day; e.g. homework, projects, PE uniforms, band instruments, etc. Any deliveries that are made will only be available to the student at the completion of the school day. This includes flower/balloon deliveries.

No student may re-enter the school building or return back to the classroom before or after the school day to obtain items.

Educational Field Trip

Educational trips serve as an important aspect of our curriculum. Adequate preparation for the trip is made with the class regarding the nature of the trip, its purpose, things to be observed and/or recorded, and any special plans or requirements for the trip.

Students may be denied participation in a class trip as a disciplinary action. Students should be made aware of the fact that field trips are privileges afforded them and that no student has an absolute right to a field trip. Students can be denied participation in field trips if they fail to meet academic or behavioral requirements.

WRITTEN PERMISSION **MUST** BE OBTAINED FROM A PARENT OR GUARDIAN BEFORE A STUDENT WILL BE ALLOWED TO GO ON A TRIP. There are **NO EXCEPTIONS** to this rule. Phone calls are not accepted as written permission.

The school uniform is usually worn unless the nature of the trip would necessitate other types of clothing. Permission for being out of uniform comes from the principal's office.

Any parent who accompanies students on school activities has the responsibility and duty to enforce all rules of good conduct and safety. Younger children and/or siblings may not be brought on a field trip experience because the first duty of the accompanying adult is the supervision of the students from the class taking the field trip.

Extended Care

Saint Rose Extended Care (licensed by the State of Tennessee and Department of Education) is offered daily before school beginning at 7:00 a.m. and after school until 6:00 p.m. It is also offered on many out of school days from 7:00 a.m. to 6:00 p.m. This is a service provided to any student enrolled at Saint Rose School. Parents must fill out the appropriate paperwork in order for their child to attend. This paperwork as well as the fee schedule and general information regarding Extended Care can be obtained from the director of the program or the school office. Any child who is brought to the Extended Care program due to a parent not picking him/her up in the pickup line will be charged accordingly. Likewise, any student arriving at school prior to 7:30 am will be sent to the program and charged accordingly.

For other policies and procedures, see the Extended Care Handbook.

Gum

Students are not permitted to chew gum.

Insurance

Optional accident insurance for students is available. Students participating in organized sports are required to be covered with medical insurance.

Lunch/Cafeteria Program

Each child is responsible for bringing his/her lunch and drink unless he/she is purchasing a lunch. Lunch cards will be distributed and parents can activate these cards by sending in lunch money. When a lunch balance falls below \$10.00, a notice will be sent home to indicate a low balance. Soft drinks may not be purchased at or brought to school.

The opportunity to purchase lunch is available. A schedule is sent home giving the students the opportunity to participate in this program. The voluntary assistance of the parents in helping at lunch time is welcomed.

In the interest of modeling courtesy and good manners, parents who come to eat with a son/daughter are asked to refrain from using a personal electronic device at the table.

Media Release Form

The school requires the use of the waiver/right to object form when students are participating in videotaping, audio recording, school pictures, other photography, Internet or media.

Parties

If the teacher desires, the students in grades Kindergarten through Grade 3 may have Harvest, Christmas and Valentine parties. K-1 may have an after Easter celebration. Grade 4 may have a Christmas and Valentine Party. Class parties for students in Grades five (5) and above are limited to a Christmas party.

Planning and organization of parties is the responsibility of the teacher. Teachers may be assisted by room mothers/fathers.

Treats in the classroom are at the discretion of the classroom teacher. Permission must be sought and obtained **prior to bringing them to school**. Any child celebrating a birthday may bring a small treat (not a party) to share with classmates, if parents desire. Individually wrapped treats are recommended. The designated time for the treat is at the discretion of the teacher. It should be brought with the child in the morning and left with the teacher. **Distribution of invitations for private/non-school sponsored activities may not take place at school.**

Records Release

A Record Release Form must be sent from the transferring school and signed by the parent before the school can transfer academic records. Academic records, report cards, and graduation certificates will not be released until all tuition and fees are paid in full.

Both the state and federal law give non-custodial parents access to children's educational records, including "a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents." (TCA 49-6-902). Non-custodial parents should request copies of these records in writing.

Speakers/Public Relations/Fundraiser

Only speakers enhancing the school curriculum will be allowed to speak to groups of students. Any speaker (group) meeting this criteria must be approved by the Principal.

Only literature approved by the administration of the school can be distributed by students or teachers on school property, or at group meetings during school hours or at school functions. All flyers and information sheets put out by organizations within the school must be approved by the school administration prior to publication and distribution. This includes all fundraisers.

Any student or parent publications published in the school name or representing Saint Rose are subject to review and approval of the school administration prior to publication.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

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

Technology

Saint Rose School has an Acceptable Use Policy. We believe that knowing and understanding the proper use of computers, technology, and internet is as important to instruction as using technology itself. **We ask you to read the policy** (found in the appendix of this handbook) **and sign it with your child.**

Telephone

Ordinarily, students will not be called to the telephone. If the matter is urgent, please give the message to the Administrative Assistant. Likewise, students are not permitted to use the office telephone unless an emergency arises and the proper

permission from the office has been granted. **Forgetting homework assignments, books, lunches, PE uniforms, band instruments, etc. will not be a valid reason for using the office telephone.**

Tuition

(See Tuition Chart in Appendix)

Unclaimed Items

Parents should mark all articles with the student's name. Articles lost by students are kept in the lost and found bin where they may be claimed by the student or parent. Articles not claimed by the end of the month will be disposed of or given to charitable organizations.

Students are asked not to bring valuable items or large sums of money to school. **The school will not be responsible for the security of valuables or money.**

Visitors

If you come to the school for any reason, please stop by the office, sign in and receive a visitor's tag. When you leave please come to the office, return your visitor's tag and note the time of departure. Parents/visitors are asked not to go directly to the classroom.

Volunteers

Parent help and support has been one of the greatest assets at Saint Rose School. The Diocese of Nashville requires that adults in contact with children are required to first pass a background check in order to insure the safety of our students.

Weather Emergency

School closing: If weather threatens or any other unforeseen event occurs which would close school, please check the website www.school.saintrose.org, TV, or parent notification system correspondence (email, text, voicemail) for announcements of school closing or early dismissal.

If the roads in **your** neighborhood are impassable, parents may keep their children home; they will be permitted to make up the work missed.

In the unforeseen event of prolonged school closings either due to weather or illness, Saint Rose teachers will have assignments posted to their web pages. Such assignments may include but are not limited to math facts, reading, journaling, exploring educational websites, and service work. Please visit the website in the event that this happens.

V. FINANCE

Tuition for the school year may be paid in full at the beginning of the school year, or may be paid through the automatic draft program.

Tuition Rates, Fees & Payment Due Dates

(See Tuition Chart in Appendix)

Other Charges

Application fee of \$65

Notice Regarding Delinquent Tuition or Other Debts

Report Cards and grades will not be released at the end of the quarter until tuition or other debts such as lunch balance, library fines, textbook replacement, Extended Care payments or other responsibilities are satisfied. These debts are due the day before report cards come out in order to get the report card on the day they are issued.

No student will be allowed to begin in August unless all delinquent tuition, fees or other financial responsibilities from the prior school year are paid in full. Records will not be forwarded to another school until all financial responsibilities are satisfied.

Tuition Assistance

In order to receive subsidy from Saint Rose Catholic Church, and therefore be eligible for the Participating Tuition Rate, the following requirements must be met:

- Families must be registered members of a Catholic parish.
- At least 1 parent/guardian and the student/s must be either baptized Catholic or must have received initiation into the Catholic Church.
- Families must fulfill their Sunday Mass obligations on a weekly basis and on Holy Days of Obligation. Families must actively support the parish community to the best of their ability through time, talent, and treasure.
- Families must use the parish envelope system or auto draft system to contribute to the parish “operating” fund on a regular and continuous basis.

Saint Rose utilizes FACTS, as an outside service that provides financial aid assessment for school families. Tuition Assistance applications must be finalized online by the February due date.

Returned Check Fee

A fee of \$25 per returned check will be added to the total bill. Returned check payments must be made in cash or money order. No checks are re-deposited.

Annual Fund Drive

Each year the most important fundraiser is the Annual Fund Drive. It is through this effort that we are able to pay competitive teachers’ salaries, purchase needed equipment and materials, and contribute to the tuition assistance program. Each year teachers, parents, parishioners and friends of Saint Rose School support Catholic Education for our children through their generosity to this fund.

VI. ATHLETICS AND STUDENT ACTIVITIES

A variety of sports may be offered to the students of Saint Rose School. Students are encouraged to participate in suitable grade level athletics. Notice of sign-up days will occur throughout the year for the following:

<u>SPORT</u>	<u>GRADE</u>	<u>SEASON</u>
Football (boys)	4-6	Fall
Football (boys)	7-8	Fall
Cheerleading (girls)	7-8	Fall
Cross Country (boys & girls)	K-8	Fall
Basketball (boys & girls)	3-8	Winter
Volleyball (girls)	5-6	Spring
Volleyball (girls)	7-8	Fall
Soccer (boys)	5-6	Spring
Soccer (girls)	5-6	Spring
Soccer (Co-Ed)	7-8	Spring
Tennis (boys & girls)	3-8	Spring
Golf (boys & girls)	6-8	Spring

Students must adhere to the policies issued by the athletic director and Principal. Students are also regulated by the guidelines of interscholastic athletics committee for the Diocese of Nashville or any other league in which we participate.

Students trying out or participating in sports programs are required to have a yearly physical examination BEFORE they start any activities. The Diocesan Athletic Interscholastic Program registration form must be signed by a physician and proof of insurance is required before participation is allowed.

Students participating in sports activities must maintain overall good grades, including conduct and effort. If a student makes a “D or N” or “F or U” in combination with a conduct grade of an “N” or “U”, or if he/she is failing more than one class according to his/her progress report or report card, he/she is suspended for two weeks from all athletic events. The two week suspension begins the date the child is notified. Upon second suspension the situation will be re-evaluated every two weeks with the involvement of the Principal.

The Saint Rose of Lima Athletic program is sponsored by the parish and may include students registered and attendees of PSR (Parish School of Religion) classes.

Student Activities

Students of Saint Rose School and those in the parish who attend home schools and do not have the availability of extracurricular activities may, for a fee, participate in clubs and student activities.

Some examples of activities that may be offered to students include, but are not limited to the following:

Altar Servers: Catholic boys and girls in grades 6-8 who serve for Eucharistic and Para-liturgical celebrations

Band: Students in grades 6-8

Book Club: Students in 3-4

Chess Club: Students in grades 3-8

Technology Club: Students in 5-8

Forensics: Students in grades 5-8*

Geography Club: Students in grades 4-8

Little Flowers: Girls in grades 1-3

Math Club: Students in grades 1-3

Math Olympiad grades 4-5

Math Competition Team grades 6-8

Choir: Students in 3-6

National Junior Honor Society: Students in grades 7-8

Science Olympiad: Students in grades 7-8

Spelling Bee: Students in grades 4-8 local, regional, state and national competitions

Sports: See Athletics

Student Council/ School Bookstore: Students in grades 5-8*

Cooking Club 8th grade

Art Club grades 7 & 8

*Students elected to Student Council or participating in Forensics must maintain overall good grades, including conduct and effort. If a student makes a “D or N” or “F or U” in combination with a conduct grade of an “N” or “U”, or if he/she is failing more than one class according to his/her progress report or report card, he/she is suspended from participation and will be re-evaluated every two weeks.

VII. STUDENT RESPONSIBILITIES AND BEHAVIOR

Discipline and Courtesy

The development and practice of self-discipline is an important part of the Catholic school environment. Students are expected to maintain a high standard of conduct and to exhibit Christian attitudes toward others inside school and out. This includes respecting the rights of others, acting honestly, and taking responsibility for personal choices.

In the area of discipline and moral guidance it is essential that parents and teachers work together for the child's growth and benefit. Sometimes in the process of maturation a child may lose focus. As this natural process occurs the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, the setting of boundaries provides a child with both guidance and security. It is essential that a child take responsibility for grades earned and for any assignments that are missed. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior.

Each week parents receive information regarding the child's progress, including any corrections the child may have received (Kindergarten students will bring this home each night). This folder is a progress report on the conduct and effort of the child and requires the signature of the parent. This report is an important tool for conversation and commendation of good behavior as well as discussion of mistakes. **If parents do not respect the school in their discussions with their children, it is usually the child that is harmed.** If parents do not agree with or understand a judgment of the teacher or school they should first contact the teacher. If this meeting does not resolve the issue, then the Vice-principal or principal may be contacted.

When a child is thought to be guilty of a serious infraction of appropriate conduct he or she is given the opportunity to explain his/her behavior. Parents or guardians who are dissatisfied with decisions have the right to appeal to the Principal, Pastor or his/her designee.

Correction

Students are expected to behave in an appropriate manner according to place, circumstance, activity and the demands of charity and justice. When the student disregards his/her responsibilities regarding behavior, etc. a correction is given. Three corrections in a day result in a demerit. Out of uniform corrections are cumulative for the school year.

Demerit

Three corrections in one day will result in a demerit. A more serious infraction may result in an automatic demerit. If a student earns three demerits in a nine week grading period, a notice of detention will be sent home. A more serious behavior may result in an automatic detention, in-school suspension or expulsion. An example of such behavior would be disrespect directed toward an adult or teasing another child with an intent to hurt.

Harassment, Intimidation, Bullying or Cyberbullying

Harassment

Harassment, whether sexual, emotional or physical, will not be tolerated at Saint Rose. Reports of such behavior will result in immediate action according to diocesan, state and school policies.

The State of Tennessee has passed a law relating to bullying and social aggression (cyber-bullying) in schools.

- Bullying, harassment or intimidation may be defined as any act (written, verbal or physical) that substantially interferes with a student's educational benefits, opportunities or performance.
- Sexual harassment—treating someone inappropriately based on their gender
- Cyber-bullying—the use of any electronic technologies to tease, humiliate, or harass someone.
- Sexting—transmission of inappropriate photos or videos through electronic devices.

The effect can be emotional or physical harm, or place a student in fear of harm or create a hostile education environment. Saint Rose School prohibits any acts of this kind.

Students who feel they are being harassed, bullied or intimidated should report this concern to a teacher or administrator. Students may report anonymously, and anonymous reports will be treated in the same manner as other reports. If a student will not notify a teacher, parents are encouraged to do so.

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying, cyber-bullying, or sexting:

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
3. The surrounding circumstances;
4. The nature of the behavior(s);

5. Past incidences or continuing patterns of behavior;
6. The relationship between the parties involved;
7. The context in which the alleged incidents occurred.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, bullying, cyber-bullying or sexting may range from behavioral interventions up to and including suspension or expulsion. In all reported cases, parents will be notified.

Off Campus Conduct

Students are expected to model Christian virtues expected of Saint Rose School at all times. All student conduct reflects on the school. For this reason, conduct inside and outside the school that is detrimental to the reputation of the school can be disciplined by the school. The school may and has the right to consider acts of harassment, bullying or social aggression that do not occur on campus or during school functions as falling under the school's jurisdiction since the harassment has the potential to impact the student's feeling of safety, security and/or comfort at school. Students may not post or text derogatory comments, pictures or videos on the internet or through any social media. (This includes defamatory comments regarding the school, faculty, other students or the parish.) Students engaging in such activity (seriously or in jest) face detention, suspension and/or expulsion. Even when not under the school's jurisdiction, the school hopes that students will conduct themselves with dignity, integrity and courtesy.

Technology Concerns

Cell Phones/Electronic Devices

No student is authorized to carry a cell phone, wear a Smart Watch, or use other electronic devices during school hours or during Extended Care unless issued by the school. If used during these times, disciplinary action will be taken and parents must come to the office to retrieve items. The school reserves the right to search any electronic device brought to school. Saint Rose is not responsible for loss, damage, or misuse of any electronic devices brought to school.

Internet

For educational purposes, Saint Rose School will provide access to the Internet to students who agree to act in a considerate, responsible, and ethical manner. Students will have access to the Internet only under the supervision of the computer teacher or classroom teacher, who will provide guidance in the appropriate use of its resources. Students will be instructed on acceptable use of the Internet and proper Internet etiquette.

Saint Rose School also provides educational applications and websites to students. Applications provided are owned by the school and subject to school regulation whether accessed from school or from home. Student profiles and all information stored within these applications are property of the school. Students who misuse these applications may be subject to disciplinary action. Photos, videos and captions on a student or parent's account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

This includes any postings, photos, or other digital media published on the Internet and social networking sites (e.g. Facebook, Twitter, YouTube, Instagram, etc.)

Saint Rose students are expected to abide by the generally accepted rules of Internet etiquette. These rules include, but are not limited to the following:

- 1) Students will use appropriate language online.
- 2) Personal information may not be shared.
- 3) When student Electronic mail (e-mail) is provided by the school, it is owned by the school and subject to school regulation, whether accessed from school or from home. .
- 4) Messages relating to or in support of illegal or prohibited activities must be reported to the authorities.

Unacceptable Uses of Technology

Unacceptable conduct in using the school's computers, software, and Internet access includes, but is not limited to:

- Using technology in any manner not in keeping with the policies contained in this handbook.
- Vandalism to or destruction of the data of another user, computer system, or network.
- Violating copyright laws including the copying of system files. Claiming someone else's ideas as your own without giving the other person credit is plagiarism and violates copyright laws.
- Willful introduction of computer viruses or any disruptive/destructive programs into the system.
- Intentionally wasting limited resources including, but not limited to, spamming or engaging in chain mail. Spamming is sending many messages to a person to inconvenience him/her.
- Using the network to gain unauthorized access to remote systems (i.e. Hacking)
- The use of social networking sites during school hours. (e.g. Instagram®, Vine®, Snapchat®, Twitter, or other online photo/video sharing: etc.)

Texting/ Electronic Communication

Students should at no time be involved in texting or any type of electronic communication (twitter, email, etc.) during the course of the school day or during extended care. Students involved in texting or unauthorized electronic communication at school face detention, suspension and/or expulsion.

Sexting—Students involved in possession or transmission of inappropriate photos, videos, images, or other inappropriate communications through electronic devices face suspension and/or expulsion.

Detention

Detention is held on two Thursdays a month from 3:15-4:15 and is conducted by a member of the faculty or staff. No extracurricular activity supersedes detention. Students must report on time on the detention Thursday immediately following the receipt of a detention notice. Any student arriving later than 3:15 will not be admitted and will be considered absent. Parents must sign the student out of detention. Students will not be sent to Extended Care or an extracurricular activity when detention is over. If a student misses detention without prior approval, the student will receive an in-school suspension.

Parents who are late picking up their child from detention will be assessed the same late charge as Extended Care.

Disciplinary Meeting

When a student receives a third detention, a meeting is set up to discuss the situation to effect a change in behavior. The parents or guardian, the principal, teachers and student will meet together to discuss the consequence. Ordinarily, three detentions within a year warrant an in-school suspension. Continued detentions without improvement may indicate Saint Rose is not the appropriate educational setting for the student, and the student may be asked to leave the school.

In-School Suspension

During an in-school suspension the student comes to school but is removed from the regular classroom and from all activities. The student is given assignments and academic work to complete. The student may or may not receive credit for tests and assignments given on this day.

Out of School Suspension

During an out of school suspension the student is given academic work to complete, but will not be given full credit for the work. Such students are under the supervision of their parents or guardians who will hopefully make this a time to discuss the problem and reinforce the action taken by the school through limitations in place at home.

Serious Disciplinary Action

Saint Rose School's disciplinary action addresses suspension, expulsion, and removal, specifying the procedure in such circumstances. The student's chance to speak and express opinions in serious disciplinary circumstances will be respected. When serious misconduct occurs, the student will be allowed an opportunity to express his or her explanation of the situation.

Due to the fact that there are many serious actions which cannot be itemized, the Saint Rose School administration reserves the right to decide about serious disciplinary actions and their subsequent consequences.

Just cause for disciplinary action (detention, in-school suspension, out of school suspension, or expulsion) will include, but not be limited to any of the following serious violations:

- Fighting of any kind
- Harassment
- Truancy
- Disrespect
- Academic dishonesty, including cheating, forgery, or plagiarism
- Belligerent, disruptive or incorrigible behavior to school staff, teachers, students or volunteers
- Smoking or carrying of cigarettes or tobacco
- Use of profanity
- Obscene conduct, sexual acts, or possession of obscene literature or materials
- Theft or deliberate damage to the property of school, church or another person
- Possession, handling, or transmitting of any object(s) that can be considered a weapon or dangerous object of no reasonable use to the student at school:
 - On the school grounds during or immediately before or after school hours
 - On the school grounds at any other time when the building is being used by a school or non-school group
 - Off the school grounds at a school-related function, activity, or event
 - In vehicles when students are being transported to or from a school-related function, activity, or event
- Possessing, receiving, buying, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, crack, alcoholic beverage, controlled substance, any illegal substance, mind-altering substance, inhalant, or intoxicant of any kind
- Possessing, receiving, buying, using, transmitting, selling, or being under the influence of any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or that a student believes to be a controlled substance
- Buying, selling, transferring, or using any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance
- Leaving school grounds without proper permission
- Any other just cause

PLEASE NOTE

Anyone caught with drugs or weapons or who threatens another student or adult will be suspended immediately pending expulsion. A student accused of a serious wrong can be placed on home study pending an outcome or adjudication. Saint Rose School reserves the right to search cubbies/desks/lockers (any property of the school) at any time, for health, safety and welfare of all students and personnel. Backpacks and purses may be searched in the event that there is suspicion of a student possessing a harmful, dangerous or illegal item or substance.

Grievance Procedure:

In the unfortunate event of expulsion of a student from Saint Rose School, the procedure followed in suspension will apply. Coupled with the due process, Saint Rose School will comply with the Diocesan Board of Education Policy.

- Written notice will be sent to the student and the parents, stating reasons for the student's proposed removal and expulsion.
- The case must be discussed with parents, Principal, and/or other appropriate personnel.
- The Principal, in consultation with the Pastor, makes the final decision as to whether or not a student will be expelled.
- The Principal shall inform the Superintendent of Schools.
- Parents who believe their child has been expelled from school for insufficient reasons have the right to appeal to the Superintendent of Schools, whose decision to uphold the decision of the school or to order reinstatement of the student will be final.
- The withdrawal of the student must be reported to the local public school attendance officer.
- A transcript of credits must be sent.

- When an elementary school student transfers to another Catholic school, a duplicate of his/her Permanent Record Card is to be sent to the school that the child is entering. It is not to be given to the pupil or to the parents.
- If the pupil is transferring to a public school, his/her personal information records of Baptism, First Communion, and Confirmation need not be sent.

It is hoped that disciplinary procedures set down in this code will clarify standards of behavior expected of students at Saint Rose. If there are any questions, do not hesitate to check with the school office.

VIII. UNIFORM AND DRESS CODE

Dress Code

The purpose of uniforms is to minimize distractions so that an atmosphere conducive to learning is fostered. The uniform must be worn at all times throughout the school year, unless permitted otherwise. If a student comes to school out of uniform, whether completely or partially, he/she must bring a written excuse from his/her parent. An out of uniform correction will be issued.

While the school community recognizes that dress is a mode of self-expression, it also knows that it can provide a field for unhealthy competition in fashion, expense, and distraction within the educational environment. With these factors in mind, the dress code provides for a variety of options but also makes restrictions where they are deemed necessary for the good of all.

All skirts, dresses, or shorts should come to the knee. Skorts should be as close to the knee as possible (they are manufactured shorter than the other items).

All items of clothing (sweaters, coats, hats, gym clothes, etc.) that may be removed during school should be clearly marked with the student's name.

*Order from Dennis Uniform:

<https://www.dennisuniform.com/schools/NVSRLC>

K-2 Girls

Jersey polo with logo: long or short sleeve; navy or white

Walk Shorts: navy or khaki

Pants: navy or khaki

Skort: navy, khaki or belmont plaid

Shift: Belmont plaid

Peter Pan collar blouse (worn only with shift)

Black, brown, navy or tan dress shoes with matching laces (Sperry's, Bucks, or similar shoe) **

Solid black or white tennis shoes (a logo of white, gray or black may be acceptable) [Tennis shoes must be worn on PE days.]

Plain black, navy, or white ankle (must come above the ankle), crew or knee high socks must be worn at all times. (no-show socks are not allowed)

Black, brown or navy belts must be worn at all times with pants and shorts with belt loops.

3-6 Girls

Jersey polo with logo: long or short sleeve; navy or white

Walk Shorts: navy or khaki

Pants: navy or khaki
Skort: navy, khaki or belmont plaid
Skirt, box pleated: Belmont plaid (**6th grade only with polo**)
Black, brown, navy or tan dress shoes with matching laces (Sperry's, Bucks, or similar shoe) **

Solid black or white tennis shoes (a logo of white, gray or black may be acceptable) [Tennis shoes must be worn on PE days.]

Plain black, navy, or white ankle (must come above the ankle), crew or knee high socks must be worn at all times. (no-show socks are not allowed)

Black, brown or navy belts must be worn at all times with pants and shorts with belt loops.

7-8 Girls

Oxford cloth shirt with logo: white
Skirt, box pleated: Belmont plaid
Black, brown, navy or tan dress shoes with matching laces (Sperry's, Bucks, or similar shoe) **

Plain black, navy, or white ankle (must come above the ankle), crew or knee high socks must be worn at all times. (no-show socks are not allowed)

K-6 Boys

Jersey polo with logo: long or short sleeve; navy or white
Walk Shorts: navy or khaki
Pants: navy or khaki
Black, brown, navy or tan dress shoes with matching laces (Sperry's, Bucks, or similar shoe) **

Solid black or white tennis shoes(a logo of white, gray or black may be acceptable) [Tennis shoes must be worn on PE days.]

Plain black, navy, or white ankle (must come above the ankle), crew or knee high socks must be worn at all times. (no-show socks are not allowed)

Black, brown or navy belts must be worn at all times with pants and shorts with belt loops.

7-8 Boys

Summer Uniform (1st day of school to fall break; 1st day after spring break to end of year):

Jersey polo with logo: long or short sleeve; navy or white
Walk Shorts: navy or khaki
Pants: navy or khaki

Solid black or white tennis shoes (a logo of white, gray or black may be acceptable) [Tennis shoes must be worn on PE days.]

Plain black, navy, or white ankle (must come above the ankle), crew or knee high socks must be worn at all times. (no-show socks are not allowed)

Black, brown or navy belts must be worn at all times with pants and shorts with belt loops.

Winter Uniform (1st day after fall break to spring break):

Oxford cloth shirt with logo: white; long or short sleeve

Pants: navy or khaki

Tie: navy or green neck or clip-on tie; belmont plaid bow tie

Black, brown, navy or tan dress shoes with matching laces (Sperry's, Bucks, or similar shoe) **

Plain black, navy, or white ankle (must come above the ankle), crew or knee high socks must be worn at all times. (no-show socks are not allowed)

Black, brown or navy belts must be worn at all times with pants and shorts with belt loops.

**** No boots or high tops of any kind are allowed
All shoes must be below the ankle (no high-tops)
Standard ½ inch heel**

Hair:

- Hair should be clean cut and well-groomed with no extreme styles or highlights, or spiked hair
- Hair should not fall down in the eyes
- Boys may not wear hair below shirt collars or below the top of their ears
- Mustaches and beards must be shaved

Accessories:

- Watches (no fitbits or iphone watches)
- A religious medal or cross on a chain may be worn
- Only girls are permitted to wear one pair of post or small earrings – no loops or dangling
- No facial make-up
- Only clear nail polish
- Uniform fleece jacket or navy sweatshirt with school logo worn over uniform shirt
- Only plain white t-shirts may be worn under the school uniform
- Hair Accessories may be Belmont plaid or any color within: navy, royal, yellow, white, green
- Black white or navy tights or full length leggings that can be covered by the same color socks may be worn under jumpers and skirts

Physical Education (P.E.) Uniform

Students in 4th-8th grade are required to wear the Saint Rose Physical Education uniform. The uniform must be worn at all times throughout the year on scheduled physical education days with the exception of School Mass days. The students will change into the uniform on School Mass days. It can be purchased at designated times through the school. Order forms are on the Physical Education website.

Physical Education Uniform:

K-3-

1. Solid black or white lace-up tennis shoes may be worn (a logo of white, gray or black may be acceptable)
2. Shorts under jumper

4-8-

1. Navy blue micro mesh shorts with Saint Rose logo
2. Heather grey T-shirt with logo

3. Navy blue crew sweatshirt with logo (during winter months)
4. Navy blue quarter zip sweatshirt with logo (during winter months)
5. Navy blue sweatpants with logo (during winter months)
6. Solid black or white lace-up tennis shoes may be worn (a logo of white, gray or black may be acceptable)

Spirit Wear Day

To show school spirit and to celebrate special days, students may wear approved Saint Rose Spirit Wear on designated days.

Approved Spirit Wear:

Any shirt ordered through Saint Rose School

Team T-Shirts (not official team uniform)

Uniform bottoms, shoes and socks will be worn on Spirit Day

Out of uniform

Occasionally, students will earn an out of uniform day. Dress on these days should consist of clean clothing in good repair. Students may wear jeans, dresses, dress pants, dress/walking shorts, dress shirts or T-shirts. Walking shorts may be no shorter than fingertip length. NO concert, drugs or alcohol references will be allowed. No spaghetti strap shirts, hip-huggers or shirts or pants that expose the belly will be allowed. If a student violates the free dress uniform policy, the student's parents will be called to bring a change of clothes for the student, or the student may wear a uniform from the uniform closet.

IX. HEALTH AND SAFETY

Allergies

Saint Rose School recognizes that life threatening allergies affect many school children. The school seeks to provide a reasonable accommodation for children with allergies.

Communicable Disease

When a suspected case of chicken pox, measles, impetigo, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, **the parents will be called immediately to come take the child home.**

A child suffering from any communicable disease and in need of special medical attention shall be excluded from attendance and readmitted **upon receipt of a doctor's written verification of recovery or wellness** to attend school.

In the case of widespread communicable diseases, Saint Rose follows the Rutherford County Schools policy regarding school closure.

Epipen

Students requiring epi-pins and/or inhalers are asked to send two of these to the school, one for the classroom and one for Extended Care.

Illness Policy

If a child becomes ill during school hours, runs a temperature of 99.6 or higher, or needs special attention, parents will be contacted. If we are unable to locate the parent, the name and number noted on the "Emergency Form" will be called. In the event that there is still no response, we will attempt to call a relative or friend. No child will be sent home without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during school hours, therefore, it is **required** that the emergency number be filed for each student and kept up-to-date.

If a student has been ill with a fever, cold, sore throat, skin rash or skin eruption, he/she should NOT be in school. A child should be free of ailments and/or fever for **twenty-four** hours **before** returning to school with a note from guardian or doctor.

A child should not be sent to school with symptoms of an illness which may include a stomach ache, headache, or other ailment. If a child has a temperature, is vomiting or is not well enough to stay in class, a parent will be called to come and take him/her home.

Head Lice and Nits

Students should be excluded from school if they are infested with lice or nits. Parents of those students who are found to be infested shall be contacted immediately and required to remove their children from school as soon as possible. The child must be lice and nit free before returning to school. (See above under communicable disease about doctor note.)

Medical Forms

Immunization forms are required of **all** students.

A child will not be permitted to start class until all required health forms have been completed by a physician and returned to the school office. In July of 2018 the Diocese of Nashville made the decision to NOT accept religious objections to immunizations for students enrolling in Catholic schools in the Diocese of Nashville.

A note from a physician is required if a child is physically unable to participate in Physical Education or athletics.

Medication

If a child is on medication and the medication must be administered during school hours, the parent must complete the Diocesan Medication form, found on our website www.school.saintrose.org/Parents/Medical Forms.

Prescription medicine must be authorized by a doctor. All medicines must be brought to the school office in the original container. Students may not carry medicines on their person unless there is a written recommendation by a physician and for a serious reason. Designated Extended Care personnel will assist in self-administration of medication.

GENERAL ADMINISTRATIVE POLICY

The administration of Saint Rose School reserves the right to amend, adapt, or suspend any policy of the school handbook, if it is deemed necessary to do so in the best interest of a student or of the entire school community.

Saint Rose of Lima School Prayers & Pledge

Morning Offering

Heavenly Father, I offer you this day, all that I shall think or do or say, uniting it with what was done by Jesus Christ your only Son. Amen.

Pledge

I pledge Allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with Liberty and Justice for all.

Songs: My Country 'Tis of Thee, Star Spangled Banner, God Bless America

Saint Michael Prayer

Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly hosts, by the power of God, cast into hell Satan, and all the evil spirits, who prowl about the world seeking the ruin of souls. Amen..

Guardian Angel Prayer

Angel of God, my Guardian Dear to whom God's love commits me here. Ever this day be at my side to light and guard and rule and guide. Amen.

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

Angelus

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

V. Hail Mary... R. Holy Mary...

V. Behold the handmaid of the Lord.

R. Be it done unto me according to your word.

V. Hail Mary.... R. Holy Mary...

V. And the Word was made Flesh.

R. And dwelt among us.

V. Hail Mary... R. Holy Mary...

V. Pray for us O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

V. Let us pray...

All: Pour forth, we beseech you, O Lord, your grace into our hearts that we to whom the incarnation of Christ your son was made known by the message of an angel may by his passion and cross be brought to the glory of his resurrection. Through the same Christ our Lord. Amen.

V. Glory be to the Father...

R. As it was in the beginning...

Regina Caeli (Prayed during the Easter Season)

V. Queen of heaven rejoice, alleluia.

R. For He whom you did merit to bear, alleluia.

V. Has risen as He said, alleluia.
R. Pray for us to God, alleluia.

V. Rejoice and be glad, O Virgin Mary, alleluia.
R. Because Our Lord has truly risen, alleluia.

V. Let us pray...

All: O God, through the resurrection of Your son, Our Lord Jesus Christ, You were pleased to give joy to the world. Grant, we beseech You, that through his mother, the Virgin Mary, we may obtain the joys of everlasting life. Through the same Christ, Our Lord. Amen.

V. Glory be to the Father... R. As it was in the beginning . . .

O Sacrament

O Sacrament most holy, O Sacrament divine, all praise and all thanksgiving be every moment Thine.

Prayers at the End of the Rosary

Hail Holy Queen

Hail holy queen, mother of mercy, our life, our sweetness, and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then most gracious advocate your eyes of mercy toward us and after this, our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O Holy Mother of God, that we may be made worthy of the promises of Christ.

Concluding prayer

Let us pray: O God, whose only begotten Son, by His life, death, and resurrection has purchased for us the rewards of eternal life. Grant we beseech you that by meditating upon these mysteries of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise. Through the same Christ our Lord. Amen.

The Divine Mercy Chaplet

The pale ray stands for the Water which makes souls righteous.

The red ray stands for the Blood which is the life of souls.

On rosary beads first say one: Our Father, Hail Mary, & Creed

Apostle's Creed

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He rose again from the dead; He ascended into heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins; the resurrection of the body, and life everlasting. Amen.

~On the Our Father beads say:

Eternal Father, I offer You the
Body and Blood, Soul and Divinity

of Your dearly beloved Son, Our
Lord Jesus Christ, in atonement for

our sins and those of the whole world.

~On the Hail Mary beads say:

For the sake of His sorrowful Passion. Have mercy on us and on the whole world.

In conclusion say three times:

Holy God, Holy Mighty One, Holy Immortal One. Have mercy on us and on the whole world.

Conclude:

O Blood and Water, which gushed forth from the Heart of Jesus as a fount of mercy for us, I trust in You.

Benediction

O Salutaris Hostia

O saving Victim, op'ning wide
The gate of heav'n to all below
Our foes press on from ev'ry side;
Thine aid supply, thy strength bestow.

All praise and thanks to Thee ascend
Forevermore, blest One in Three;
O grant us life that shall not end
In our true native land with Thee.

O salutaris Hostia
Quea caeli pandis ostium
Bella premunt hostilia
Da robur, fer auxilium

Uni trinoque Domino
Sit sempiterna gloria,
Qui vitam sine termino
Nobis donet in patria. Amen.

Tantum Ergo

Humbly let us voice our homage
For so great a sacrament
Let all former rites surrender
To the Lord's New Testament
What the senses fail to fathom
Let us grasp through faith's consent.

Glory, honor, adoration
Let us sing with one accord!
Praised be God, Almighty Father
Praised be Christ, His Son, Our Lord
Praised be God the Holy Spirit
Triune Godhead, be adored!

Tantum ergo sacramentum
Veneremur cernui
Et antiquum documentum
Novo cedat ritui
Praestet fides supplementum
Sensuum defectui.

Genitori, Genitoque
Laus et jubilatio
Salus, honor, virtus, quoque
Sit et benedictio:
Procedenti ab utroque
Compar sit laudatio. Amen.

V. You have given them bread from heaven:

R. Containing all manner of sweetness.

All:

Blessed be God.
Blessed be His Holy Name.
Blessed be Jesus Christ, true God and true man.
Blessed be the name of Jesus.
Blessed be His Most Sacred Heart.
Blessed be His Most Precious Blood.
Blessed be Jesus in the most holy Sacrament of the altar.
Blessed be the Holy Spirit, the Counselor.
Blessed be the great Mother of God, Mary most holy.

Blessed be her holy and immaculate conception.
Blessed be her glorious assumption.
Blessed be the name of Mary, virgin and mother.
Blessed be Saint Joseph, her most chaste spouse.
Blessed be God in His angels and in His saints.

Closing Hymn:

Holy God We Praise Thy Name

Holy God we praise Thy name
Lord of all we bow before Thee
All on earth Thy scepter claim
All in heaven above adore Thee
Infinite Thy vast domain everlasting is Thy reign (2x)

Holy Father, Holy Son, Holy Spirit
Three we name Thee
While in essence only One
Everlasting God we claim Thee
And adoring bend the knee while we own the mystery (2x)

Elementary School Tuition				
Students	<u>1 Student</u>	<u>2 Students</u>	<u>3 Students</u>	<u>4 Students</u>
Participating Catholic Tuition	\$6,085	\$11,570	\$16,755	\$16,855
Non-Participating Tuition	\$8,080	\$15,365	\$22,250	\$22,350
Pre-School Tuition				
	<u># of Days</u>	<u>1 Student</u>	<u>2 Students</u>	<u>Weekly Rate for 1 student (Approximate)**</u>
Participating Catholic Tuition	3 Days	\$4,155	\$7,895	\$115.45/week
Participating Catholic Tuition	5 Days	\$5,935	\$11,275	\$164.90/week
Non-Participating Tuition	3 Days	\$5,180	\$9,842	\$143.90/week
Non-Participating Tuition	5 Days	\$7,400	\$14,060	\$205.60/week
* Families who have students enrolled in the elementary school receive a 10% discount on their preschool students' tuition.				

TECHNOLOGY ACCEPTABLE USE POLICY

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a user, I agree to follow the rules and code of ethics in all of my work with technology while attending Saint Rose Catholic School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the technology lab, I will talk softly and work in ways that will not disturb other users. I will keep my technology work area clean and will not eat or drink in the lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, CD-ROMs or other software saving devices from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or technology resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards, chat lines, blogs or any social media for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school technological devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

If the content or use of any media, in and outside school, contains defamatory comments or pictures regarding the school, the faculty, other students, or the parish the administration may take disciplinary action.

5. Filtering software is utilized by the school to protect children from inappropriate material. However, parents must realize that their students may encounter material that they do not consider appropriate. The student is responsible for not pursuing material that could be considered offensive.

6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of technology privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

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