

School Philosophy: Christian education is the art of leading the young to wholeness, in the image of Jesus Christ.

– Blessed Basil Moreau, C.S.C.



St Rose of Lima  
Catholic School

## **Handbook**

Revised April 2022

Diocese Policies and Procedures available in the office upon request.

**School Vision:**

St. Rose of Lima Catholic School exist to bring as many souls as possible into the loving arms of Jesus Christ and support their total academic success, regardless of faith background, ethnicity, ability to pay, or home language.

**School Mission:** Christ Inspired, Academic Excellence

**Student Learning Expectations:**

We are Christ centered.

We have inspired faith.

We can academically achieve.

We choose excellence of character.

**Made in God’s Likeness & Image Policy**

Because St. Rose of Lima School students are made in the image and likeness of God we will:

1. Provide additional support and intervention to any student in need.
2. Never turn away a student due to inability to pay tuition.
3. Revise and edit homework according to family need and provide at school tutoring.
4. Not tolerate derogatory statements or humor targeting race, gender, culture, or income level.
5. Not accept or make excuses for students who are behind, blaming it on language, gender, income, culture, or race. We will intervene to assure the child in front of us becomes the exception to the statistic.
6. Check all student discipline data, ensuring one language, income, culture, race, or learning level is not overrepresented. Asking ourselves, “Do I personally target certain genders, races, abilities... when I discipline?”

## **Uniforms**

### **Our Dress Code Purpose:**

At St. Rose of Lima Catholic School, we value our Catholicism and traditions above all other things. Our Catholic faith is the means by which we live out our relationship with God. Our school uniforms are our first opportunity to make an impression on those who see us, and as such are the most apparent expression of our commitment to modesty, safety, and a distraction-free learning environment. We believe that our dress code policies contribute to a positive school, and provide a level playing field to our students, free of the judgment, which may be a byproduct of fads, fashion trends, or socioeconomic factors. Our uniforms and dress code also provide safety from clothing, which may be a hazard on the playground, as well as provide us a means of quickly identifying people who may not belong on school grounds. The principal will make occasional uniform checks and students may be asked to change.

**St. Rose of Lima Catholic School has one main uniform provider: French Toast. The only acceptable and required plaid (NAVY/RED) must be purchased at French Toast.**

### **All Students (K-6):**

**Hair, Nails, Piercings:** Please do not color or highlight student's hair during the school year. Piercings should be limited to 2 in each ear only, please wear only post earrings to school and no dangle earrings. No artificial nails please or nail polish, only clear nail polish on school days. Make-up should not be worn to school.

**Cardigans, Sweatshirts or Vests:** Navy blue cardigan, pull over sweater or vest with white St. Rose of Lima Catholic School insignia on the left chest area. Only sweatshirts with St Rose logo are permitted at school.

**Shirts:** Navy or white, long or short sleeved collared shirt, knit polo shirt or turtleneck shirts from French Toast are permitted in all grades. Peter Pan collars are acceptable for girls. Plain navy blue or white polo shirts from Walmart or Old Navy are permitted. **Lace collars and polo shirts with pockets are not allowed.** Undershirts must be solid white, short-sleeved, without any logos, and not visible. Uniform shirts are to be tucked inside of pants (**no shorts or T-shirts for Mass**). If a student is unable to keep their shirt tucked in, the shirt should be properly hemmed and hang neatly, properly covering the student; **no bare skin showing.**

**Pants:** Standard slack cut, plain dark navy or khaki cotton twill pants are our uniform standard. Dressy cargo pants are allowed but must be approved by principal. Pants must be worn at waistline. Pants can be purchased through French Toast, Walmart, or Old Navy. Many slacks that are now available are slim legged, this is allowed. For many slender students, this cut works best. French Toast has slim knit 5 pocket uniform pant for girls, these are okay. They work well for some of our students.

**Walking shorts:** Dark navy or khaki twill walking shorts (no shorter than 2" above knee) are permitted from the first day of school until October 31st and then again after Spring Break until the last day of school. \* **Sweat pant and jersey knit material shorts are not allowed. Shorts must not be below the knee, and must be worn at waistline.**

**Jumpers or Skirts:** Girls in grades K - 6 – French Toast Plaid Jumpers (Navy/Red option), dark navy or khaki are approved. **Skirts may not be rolled at waistline. Skirt length must be no shorter than 2" above the knee.** Spandex shorts may be worn under jumpers or skirts, but must not be visible. Ankle-length and calf-length white, grey, black, or dark navy leggings may be worn with jumpers and skirts. **Lace embellishments on leggings are not permitted.**

**Skorts:** Girls may wear skorts in dark navy or khaki. Skort length must be no shorter than 2" above the knee.

**Socks:** Solid navy, black, grey or white only. Socks must be worn, and must be visible above shoe. Girls may wear plain (not patterned) tights in solid white or navy. Tights may not be worn with shorts.

**Belts:** Students are encouraged to wear belts. Must be navy, khaki, black, or brown. Solid colors only.

**Shoes:**

Students are required to wear shoes that are safe, non-distracting and appropriate for school. Sturdy, fully enclosed, non-skid shoes are appropriate. Shoes need to be secured via laces, Velcro, buckle or sturdy strap for safety. Shoes designed for laces must be securely laced and tied. Shoelaces must be matching and solid color. **Sandals, Crocs, Heelys or light-up shoes, heels or platform shoes are not allowed.** Boots are allowed if they fit under your pants' leg. **Girls cannot wear boots with skirts or dresses.** An exception to this boot rule is snow boots. When the weather necessitates, students can wear snow boots that may not fit under a pant leg or with a skirt. On those days it's up to the classroom teacher's discretion if the student needs to change into their PE shoes while in the classroom.

Girls often ask about boots with skirts. They can wear these types with skirts:



Please notice that the heels and the boot tops are not too high. Also, there is not fringe or extra embellishments on these examples.

Below are examples of boots that need to be worn under pants.



**School Hours:**

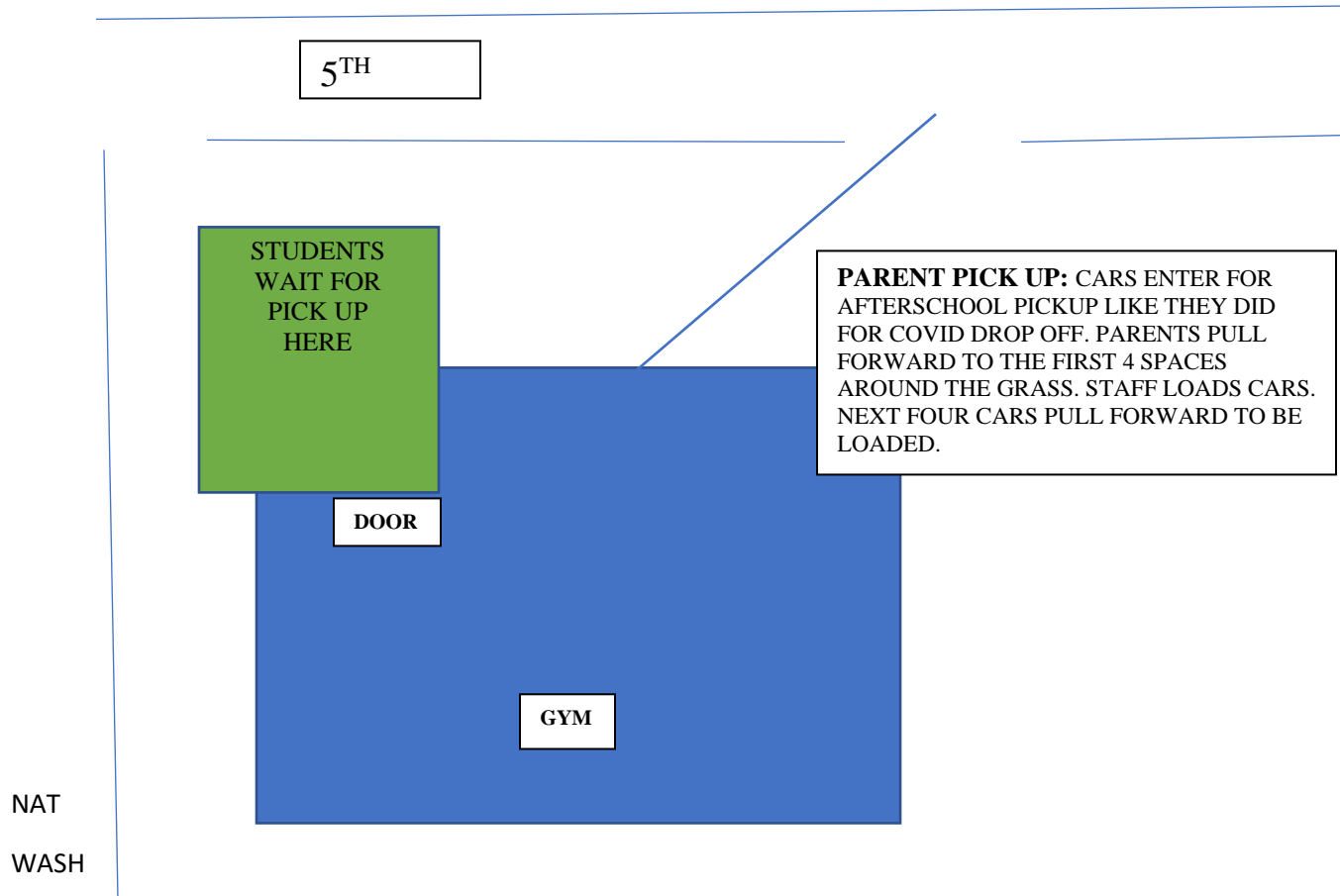
Morning assembly begins in the gym at begin at 8:00 a.m.(doors open at 7:45 AM) and school ends at 2:35 p.m. (8:00 - 11:00 a.m. for Preschool). Children are to be picked up no later than 3:00 p.m. (11:10 a.m. for Preschool). Lunch Recess & Lunch is 11-12.

**Where is drop off?**

Parents can park in the front parking lot and let students walk into the school. Staff meets students outside, in front of school.

**Where is pick up? 2:35-3:00: Parent pick up is:**

1. Next to the gym doors on 5th street Parents stay in cars, students are on grass, staff loads students into first 4 cars at a time.
2. Parents can walk into the gym, make sure the student is checked off for safety, and take the student home.
3. Walkers: Students can walk home once they are checked off for safety.
4. Ephrata School Bus can pick up students and take them home
5. We have a parent who takes students to the transit center to ride the bus to Moses Lake with our bus chaperone and then drives students to Quincy Senior Center fir parent pick up.
6. Students can stay for our afterschool program until 5:30 Monday-Friday.



STUDENTS SHOULD BE OUTSIDE ON THE GRASS FOR PICK UP BETWEEN 2:35-2:40. WE CHECK THEM OFF A SAFETY LIST FIRST. AND DOUBLE CHECK IT WHEN YOU ARRIVE.

## **Policies and Procedures:**

**Admissions:** Students may register for the Fall term beginning in March.

- A student entering Kindergarten must be five (5) years of age by **August 31** of that year.
- Baptismal record, Certificate of Birth, immunization record, Certificate of Transfer (4.2A) (if applicable) and Report Card of the previous year and the completed St. Rose of Lima application are required documents before a student is considered for acceptance.
- Final approval by the principal is required for admission into the school. (4.2B)
- There is a **3-day waiting period** for any new student applying to St. Rose of Lima Catholic School. During this period, records will be gathered and the previous school will be contacted and sent a discipline rating form. \*
- Every new student to St. Rose of Lima Catholic School will complete a **30-day probationary period**. During this period, the student's behavior and academic progress will be evaluated to determine if placement at St. Rose is permanent.

### **Absences:**

**If your child will not be attending school, please notify the school office (754-4901) that morning by 9:00 AM and each morning the absence is expected.** A student arriving after 9:30 will be marked for a half day a.m. absence. A student leaving before 1:30 p.m. will be marked for a half day p.m. absence.

- ❖ Policy (4.3A) Students must attend school punctually and regularly and conform to the attendance policies established by the school.
- ❖ Policy (4.3C) Students who do not comply with the school's published attendance policy may be expelled. Admission may be denied as per the discipline, attendance, harassment, parental attitude and educational policies as set in section 4 of the Diocese policy and procedure manual.

**Tardiness:** **The school start bell rings at 8:15 a.m.** A student arriving after 8:30 must report to the school office for a tardy slip before going to class. (4.3A)

**Vacations:** Vacations during the school year are discouraged. There is no substitute for classroom instruction.

**Early Release:** Students are dismissed through the office for illness or medical/dental appointments. The parent/guardian must call the school office to request early release. The Office Personnel will send for the child. Parents/guardians are asked to wait in the office for the children. Parents need to sign out their child(ren) in the school's check in/out log.

**Student-Parent/Guardian Involvement and Participation:** (1.11A, 1.12B) We ask that each parent/guardian who registers their child in St. Rose of Lima Catholic School make a commitment to become an active, involved parent/guardian. The income generated from fundraising activities will enable the school to keep tuition reasonable. The annual services that require parent/guardian involvement are, the Auction, the wreath sale, Easter candy sale, and Coconut Crawl Fun Run, Golf Tournament, and any other fundraisers throughout the year which need parent/guardian volunteers. K-6 Parents/Guardians are required to work twenty (20) hours per family on the Auction, and ten (10) hours per family for additional volunteering. Each PK-6 family is required to sell a minimum of \$500.00 from fundraising. Preschool parents have the option to volunteer in all other fundraisers. Failure to work the designated requirements as aforementioned will result in penalty assessments as stated on the promissory note. Fundraisers subsidize each school year with approximately \$230,000.00 to balance the school budget. It may be necessary to add extra fundraisers if this amount is not met.

### **Student Weekly Mass Attendance:**

Attendance is mandatory and all students are expected to participate in weekly Mass and observe the following guidelines:

1. Enter and depart quietly, respectfully, and reverently.
2. Show reverence and respect for Christ and God's presence.
3. Make an effort to deepen your relationship with God.
4. Participate in the mass by singing, answering the response, and participation in the mass reading.
5. Take care of bathroom and drinking water prior to, not during mass.
6. Older students are expected to be good role models and also be helpful to younger students.

Parents/guardians, relatives and friends are invited to attend our weekly Mass.

### **School Library:**

The librarian supervises the students and guides them in the use of the library. The students come to the library once a week. Books are checked out and returned as in a public library. Students who have overdue books may not check out additional library books. Students are responsible for the material they check out. Current replacement costs will be charged for lost or damaged materials. These charges must be paid before report cards are issued. Arrangements can be made with the librarian by calling the school office.

### **Pictures:**

Individual student pictures and class pictures are taken in the Fall. Pictures are to be pre-paid by the due date for those wishing to order individual or class pictures.

### **School Visitors:**

Parents are invited to attend assemblies, mass, plays and special events. If parents wish to visit a classroom, arrangements are to be made at the school office.

\*\*For the Safety of all students:

ALL VISITORS MUST CHECK IN AT THE OFFICE AND WEAR A VOLUNTEER NAME TAG.

### **Lunch Program:**

St. Rose of Lima Catholic School is a participant in the National School Lunch and Nutrition Program. We are now making healthy lunches in our kitchen. Free or reduced lunches are available for those families who meet governmental guidelines. Lunches/and or milk may be purchased through the school office. A notice will be sent home when a student has used up all of their pre-paid lunches. It is the responsibility of the parent to purchase additional lunches. A student may not charge lunches once this notice has been sent home. You can also make payments over the phone or in person with your debit or credit card.

### **Academic Excellence:**

Beginning in Kindergarten and continuing through grade six, the curriculum in St. Rose of Lima Catholic School shall include instruction in the following areas: Religion, English, Spelling, Reading and Language Arts, Social Studies, Handwriting, Mathematics, Science, Art, Technology, Music and Physical Education.

### **Homework:**

Homework is assigned at St. Rose School. If your family can not complete homework due to work schedules, language, or any other reason, please contact your teacher. Our teachers will work with you to help students succeed. We understand that homework can also create obstacles and will support you family any way we can. We also offer an afterschool program where students can receive homework help.

### **Communication / Conferences**

Parent/Teacher Conferences: (2.8A)

If you wish to confer with your child's teacher at any time, you are encouraged to do so. Please contact the school office to request a conference. Your child's teacher will contact you to schedule a day and time. Strengths and weaknesses in academic studies, in social interaction and in behavior can be discussed at this time. Recommendations or strategies for improvement will be outlined. Any concerns about your student or their teacher should be addressed to the classroom teacher first.

### **Parent Notification: (2.8A)**

Parents are to be notified when students are not performing up to their academic potential. Any significant change in a student's grade and/or effort should be communicated to the parent.

### **Report Cards: (2.8A)**

Report cards are issued four times a year. It is recommended that parents discuss the grades with each child. Positive reinforcement of effort, good conduct, and improvement in academic subjects or behavior is important to the well-being of children. Cooperative motivation is essential and highly recommended between parents, student, and teacher to provide the necessary support to enable a student to attain personal goals. Standard based report cards will list each standard expected for each academic area for that quarter. Teachers will be able to communicate exactly where each student is excelling or needing support. You will know ahead of time if your child is receiving more than one assessment grade of 1. Your child's teacher will have contacted you and worked with you to help your child meet standard before the report card is sent home.

*We grade students according to where they need to be at that time of the year.*

### **Academic Grading Schedule:**

Standards Based Grading:

- 4      Advanced/Exceeds Standards
- 3      Meets Expectations for Standard
- 2      Approaching Expectations / Needs Additional Practice and Support
- 1      Beginning Level/ Just starting to understand the concept

### **Testing Program: (2.7A,B,C)**

Tests may include the Star test, the DIBELS test and an Independent Reading Indicator test. 4th grade through sixth grade students will also take the SBA (Smarter Balanced Assessment) in the Spring (Not during COVID). We plan to take this test again in 2022-2023.

### **Student of the Month:**

Students will be nominated for Student of the Month by their teacher. More than one student per grade may be nominated. Principal will also award students in various categories.

### **Caught Being a Saint:**

The Caught Being a Saint Program has been designed to reach the quiet Saints in our school who may not be recognized for their small acts of kindness during the day. All staff keep saint cards in their pockets or close by during the day. When they see an act of kindness or good role modeling, they can hand the student a card and complement them on their behavior. The cards are signed by the student and put in a Saint can outside the office. 12 saints are pulled out each Friday and can go to the saint store.



## **Student Activities**

### **Associated Student Body:**

All students enrolled at St. Rose of Lima Catholic School are members of the Associated Student Body.

### **Associated Student Body Officers:**

The officers of the student body are: President, Vice President, Secretary, Treasurer, and Photographer. Each class will elect a class representative who shall be members of the Executive Council and will be responsible to represent and report student activities to their class.

### **Friday Newsletters:**

Each week a "Newsletter" will be emailed and sent home with students containing information regarding school, parish and/or community groups wishing to inform parents of upcoming activities. You may send tuition, permission slips and notes with your student's name on them. When money is enclosed, please send it in an envelope stating the student's name, grade and the amount and purpose of the money.

### **Transportation:**

Parents are responsible for the transportation of their children to and from school on time. We have a Bus Chaperones for the Moses Lake GTA Bus. A school parent transports Quincy students to and from Quincy at minimal cost. Ephrata School District transports Ephrata students within the district.

### **Parking Safety:**

Please drive slowly and carefully in the parking lot area when transporting your children to and from school. Please teach your children to exit from the vehicle in a careful and cautious manner. **Do not block the driveway or park next to the sidewalk. This area is our school bus loading zone.**

### **Change of Address, Phone or Person to Call in an Emergency:**

An Emergency Information card must be filled out at registration. It is imperative for your child's safety that records are kept up to date. Send a note to the office whenever a change occurs.

### **Snow/Ice Days: (3.54A)**

In the event of school closure due to inclement weather, or for other reasons, we try to follow the Ephrata School District. Sometimes we take into consideration Quincy and Moses Lake Schools too, we have students who travel from those areas. The school's Facebook page will be updated as soon as it is decided that school will be closed. The Remind App is the best place to receive text messages that provide school updates. In the event of school closure, the school calendar will be adjusted accordingly.

### **Health: (4.9B)**

Students must meet state immunization requirements. Health records are kept on file for each student. All new students are required to show proof of immunizations before entering school. A student may be suspended for non-compliance with the State Immunization Code. Each year our health services include vision and audio screening.

### **Medicine: (4.9E)**

Medicine will be dispensed to students by school personnel with a completed permission form signed and dated by the parent/guardian and the attending physician. Please contact the school office for a form. It is a state law that we may not dispense medication without a signed form from the physician.

### Student Electronic Use: (4.20B, 5.6E)

#### **Students and parents must sign our electronics use agreement in the registration packet.**

Personal electronic devices, including, but not limited to cell phones, iPods, CD players, MP3 players, video game players, etc., create a disruption to the educational process. Furthermore, these devices are targets of student theft and are seldom recovered. It is strongly recommended that students leave these devices at home. The school does not accept responsibility for loss or theft of any of these items while on campus or at school events.

#### **Electronic devices should be kept in backpacks during the school day.**

### Leaving Campus: (4.4A)

Students may not leave the school grounds without written permission from their parent/guardian. Any student leaving the premises must be signed out of school by the parent/guardian through the school office. Permission must be given in writing or by phone for any students to be picked up by any adult other than their parent/guardian. In custody cases, a parenting plan must be provided to the office. The permanent guardian must provide written permission to deviate from the parenting plan. (4.13A, 4.13B)

### Damage to Property:

The cost of damage done to school property by students using the school facilities is to be assumed in whole or in part by the parents of students who are responsible for the destruction. The amount will be determined by the principal.

### Transfers: (4.2A-B)

If your child is transferring to another school during the school year, please inform the school office at least one week in advance. All records will be forwarded to the new school upon request from the new school.

### Birthday policy:

1. Birthday celebrations, when held at school, shall be held in the student's classroom, not during lunch. **If parents/guardians wish to have a classroom party, please coordinate arrangements with the teacher prior to the day of the celebration. We will make every effort to minimize disruption of classroom instruction.**
2. If a student is having any party outside of regular school time, invitations may be handed out at school only if all classmates are invited. All Boys and all girls party invitations are OK to handout.

### School Finances:

**Tuition Payment Policy:** We want every Catholic family with the desire to send their children to St. Rose School, to be able to. We also know that this requires sacrifice on behalf of your family. God will reward your efforts. All checks payable to the school returned from the bank will be treated as a non-payment and assessed a \$20.00 processing fee. Tuition payments are determined at the time of registration. Families will pay tuition in accordance with a tuition schedule established for each school year, either by A) in full at the time of registration, B) on a monthly basis, or C) on a quarterly basis.

It is important that every family consistently pay their tuition as set-up with FACTS Management Services. If for some reason the tuition payment (in accordance with the promissory note) cannot be made by the date indicated on the FACTS enrollment form, the family should communicate with the principal and/or bookkeeper. If a family does not meet its financial obligations, the following steps will be taken to ensure payment:

1. Once a payment is 10 days past due, FACTS assesses a \$15.00 late fee.

2. Invoice payments (due on the 1<sup>st</sup>) will incur a \$25.00 returned payment fee for returned checks; the fee will be assessed and shown on your next scheduled FACTS invoice.
3. ACH payments (due on the 5<sup>th</sup> or 20<sup>th</sup>) will be reattempted by FACTS and will also be assessed a \$25.00 returned payment fee. This fee will be automatically processed within 20 days of the return. If the FACTS returned payment fee is returned by the payer's financial institution unpaid, it will be reattempted.
4. A student may not be allowed to re-register or to return to St. Rose of Lima School unless tuition payments are current, either with the FACTS tuition schedule or the family's alternative tuition plan, or with the approval of the principal. (4.1H)  
A family with an unpaid tuition balance that has failed to cooperate with the principal in making payment arrangements, the student will be suspended from school. If payments are not caught up at the end of the school year, school records and/or report cards may be held in the school office and the tuition account may be turned over to a collection agency.

### **Playground Expectations: (4.5C, 4.8A)**

#### Outside recess

1. Students are expected to walk until they are completely beyond the outside doors.
2. Students are restricted to the asphalt play area, the grass field, and the graveled play areas. Stay off the water sprinklers.
3. Rough housing, play fighting and wrestling are not permitted
4. Students shall share use of the swings. Any student who wants to use a swing shall be given the opportunity.
5. Students are expected to stop playing immediately when the bell rings or when an adult signals that recess is over. Students shall quickly line up by classes, face toward the adult supervisor and shall be quiet.

Students are expected to participate and follow the playground rules during recess periods.

1. Do not use equipment when wet.
2. Personal playground equipment and toys are to be left at home.
3. No running, pushing, or shoving.
4. Do not use play equipment improperly.
5. No bare feet. Wear proper shoes or snow boots.
6. Play only with adult supervision.
7. Use equipment designed and designated for your age group.

### **Equipment Expectations:**

#### Recess Line-up:

1. When the bell rings or you are called inside, stop playing and quickly walk to the gathering area to line up.
2. The adult may use a signal to indicate that lines must be straight, everyone quiet and facing front.
3. Students will quickly and quietly walk inside and get in their lines.
4. Classes will be dismissed one at a time by the supervising adult.
5. Following lunch, "the Angelus" will be prayed in the gym.

### **Inside recess**

Recess is either in the gym or hall. It will be free choice of board games, reading or organized activities by the recess teacher.

## **St. Rose School Behavior/Discipline Plan:**

### **School rules:**

1. Treat others with the same respect with which you are treated by the adults in this school, using the Commandments and Beatitudes as your guide.
2. Your actions, dress, possessions, words, etc. may not cause a problem for anyone else and will, at all times, reflect Christ's love.
3. School safety and security rules will be followed at all times.

### **Safety and Security Rules:**

These actions and/or offenses will result in immediate consequences. Rules marked with a “\*” cannot be excused or changed by administration or staff.

1. Possession of illegal drugs/alcohol
2. Acts or threats of violence
3. Possession of weapons
4. Acts of threats or bullying \*
5. Acts or threats of sexual harassment

### **Possible consequences for violation of safety/security rules:**

1. In-school suspension
2. At home suspension
3. Expulsion
4. Bullying policy instituted (in accordance with 1-3 or as a separate consequence)

### **Core Beliefs:**

1. We will maintain dignity, self-respect and the presence of Christ in the lives of all students and teachers.
2. We will guide students and expect them to solve their problems, or the ones they create, without causing a problem for anyone else.
3. We will give students opportunities to make decisions and live with the consequences while examining their conscience to uphold moral integrity in our school.
4. We will handle misbehaviors with natural or logical consequences, whenever possible.
5. We will view misbehaviors as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. We will encourage students and parents to request a conference whenever consequences appear to be unfair.
7. Christ will be our guide to remain in love in all we do.

### **Student Conduct:**

#### **Diocesan Policy 4.5A**

Students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities and while going to and from school.

#### **Diocesan Policy 4.5B**

Any student's behavior that threatens the safety or well-being of any member of the school community will be taken seriously. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence), are not acceptable in Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion.

*Consistency means that when there is a problem,  
it will be addressed; and that when there is misbehavior, it will be addressed.  
Consistency does not mean that everyone will react the same way.*

**- Love and Logic, Jim Fay**

### **Five Critical Disciplinary Considerations:**

Staff members will use these considerations with each and every discipline situation:

1. What were the precipitating events?
2. What were child's intentions?
3. What is the personality and temperament of the child?
4. What actually happened?
5. What was the damage or hurt caused by the misbehavior or rule violation?

### **St. Rose Steps to Integrity:**

These steps will be used in every discipline situation:

1. All students will be given the opportunity to solve problems themselves as long as the solution does not create a problem for someone else. Recovery stations may be used.
2. If students continue having a problem, school staff will solve the problem for them using logical consequences if at all possible. Recovery station will be used. Students fill out an examination of conscience form to encourage growth and reflection.
3. If the students still continue to have a problem, parents will be called in for a conference and a plan will be formed. Students and parents will fill out a plan of improvement to ensure support at home and school. Steps to be taken if a reoccurrence happens will be stated in the plan. Parents, students and principal will sign the plan.
4. If the created plan is not upheld, another conference will be held and the principal will institute the consequence listed on the plan. The principal will then state further actions to be upheld for any reoccurrence.
5. If at any time safety rules or student plans are violated, the principal will skip steps 1-3 and call an immediate conference with parents. Consequences will be enforced at the discretion of the principal using the five disciplinary considerations.

### **Diocesan Policy 4.8C**

When ordinary forms of discipline are unsuccessful, it may be necessary to have recourse to probation, suspension, or expulsion. The principal reserves the right in all cases to apply the disciplinary measure he or she decides is appropriate.

### **Diocesan Policy 4.8D**

Expulsion: Students who seriously violate the school's discipline code may be subject to expulsion. Expulsion takes place in accordance with written school policy for discipline and after the principal has met with the parents of the student.

### **Recovery Stations:**

Recovery stations are used to give students a chance to calm themselves and solve whatever problem they have created. Recovery stations can be located:

Inside the classroom

Inside another classroom

Office

School Recovery Room

At Home Suspension

### **Behavior Contracts:**

In order to meet the special needs of specific students, individual behavior contracts may be used in conjunction with, or a replacement of, the discipline plan aforementioned. Special behavioral contracts will be written under the principal's discretion.

### **Suspension:**

A student suspended from school or classes has the responsibility to obtain assignments and make up any missed work. Students suspended out of school are not allowed on school grounds or at school related events or activities without the prior permission of the principal. In-school suspension may also be signed by the principal on a short-term basis while students are on a “time-out” from class.

### **Bullying/Harassment: St. Rose Catholic School Anti-Bullying Policy (4.7, 3.4, 4.5B, 4.8A)**

St. Rose Catholic School is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

### **Bullying Definition:**

Any student or adult behavior that threatens the safety or wellbeing of any member of the school community will be taken seriously. Incidents of physical assault, such as bullying, verbal abuse (threats, extortion, or violence), cyber-bullying (threats, extortion, or violence through any form of media), or harassment are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion or dismissal.

### **Teachers and staff at St. Rose Catholic School will do the following to prevent bullying and help children feel safe at school:**

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the St. Rose Discipline plan and the five considerations.
- Look into all reported bullying incidents.

### **Technology: (4.20B)**

St. Rose Catholic School provides all students with relevant technological opportunities because technology has an ever-increasing and permanent role in society.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, bullying or attacking others
4. Damaging computers and computer systems
5. Violating copyright laws
6. Accessing materials that have not been designated for student use by an educator.

### **Computer Usage: (5.6E)**

The use of computers at St. Rose School is a privilege and carries with it the responsibility for appropriate use. Students who do not comply with usage rules will forfeit their usage privileges. All students/parents in Grades K-6 must sign a computer usage agreement form on/by *September 30<sup>th</sup>*. Completed forms are kept on file.