

Saint Rose of Lima Catholic School Student Handbook



St Rose of Lima
Catholic School

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.

Table of Contents

School Mission	Page 2
School Vision	Page 2
Student Learning Expectations (SLE's)	Page 2
Made in God's Likeness & Image Policy	Page 2
Uniforms	Pages 3-4
School Hours	Pages 5-6
Policies & Procedures	Pages 7-12
Academic Excellence	Pages 13-14
Student Activities	Page 14
School Finances	Page 15
St. Rose School Behavior / Discipline Plan	Pages 16-20
Technology	Page 21

School Vision

St. Rose of Lima Catholic School exists 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.

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, 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 and sweatshirts with St Rose logo are preferred at school. Navy blue hooded, zip, or crewneck sweatshirts are allowed if they are plain and in good condition.

Shirts: Navy or white, long or short sleeved collared shirt, knit polo shirts from French Toast are permitted in all grades. Peter Pan collars are acceptable for girls. Plain navy blue or white polo shirts 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. Pants must be worn at waistline. Slim and relaxed cuts are both acceptable. French Toast slim knit five pocket uniform pant for girls are also acceptable.

Walking shorts: Navy blue 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. Athletic 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 the shoe. Girls may wear plain (not patterned) tights in solid white, navy, black, or grey.

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, Heelys or light-up shoes, heels or platform shoes are not allowed. Boots are allowed if they fit under the pant leg. Ankle boots with a heel no higher than one inch are allowed to be worn with dresses or skirts.

School Hours

Schedule:

- Morning assembly begins in the gym at begin at 8:00 a.m.(doors open at 7:30 AM) and school ends at 2:35 p.m. (8:00 - 11:00 a.m. for Preschool).
- Morning assembly includes birthdays, announcements, fun, laughter, Saint of the Day, and Prayer--try not to miss it!
- Students are to be picked up no later than 3:00 p.m. (11:10 a.m. for Preschool).
- Lunch recess & lunch is 11:00-12:00.

NOTE: Students are officially late at 8:15AM.

Student 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.

Student Pick Up:

Student pick up takes place between 2:35 and 3:00. Options for pick up are:

1. Drive through pick up:

- Next to the gym doors on 5th street.
- Parents stay in cars until they need to help students into car seats.
- Students wait on grass
- Staff loads students four cars at a time, starting in the front.

2. Walk Ins:

- Parents walk inside the building, ensure their student is checked off with the responsible staff member and then leave back through the front doors.
- NOTE: Please do your part to keep our students safe and do not speed through our parking lot.

3. Walkers: Students can walk home once they are checked off by the responsible staff member.

4. Ephrata School Bus: The Ephrata School District bus stops at Saint Rose for student pickup. Arrangements must be made directly with the Ephrata School District by the parents or guardians.

5. GTA BUS: Students may ride the GTA bus to Moses Lake or Quincy. The school has bus chaperones who ride with the students to both locations.

6. After School Program: Students can stay for our after school program until 5:30 Monday-Friday. Please reach out to our office to coordinate enrollment in this program.

Pick Up Map:



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.

Policies and Procedures:

Admissions:

- Students may register for the upcoming school year 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), Report Card of the previous year and completed St. Rose of Lima Enrollment 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 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 (509-754-4901) 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. This helps the office ensure the safety of each student. We always want to make sure every child is accounted for.

- 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 8:00 a.m. A student arriving after 8:15 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.

NOTE: 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. Families may choose to buy out of their hours at \$25.00 an hour.

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 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 restroom and drinking water prior to, not during mass.
6. Older students are expected to be good role models and be helpful to younger students.
7. 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.

NOTE: To ensure the safety of all students, visitors must check in at the office and wear a visitor 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 milk may be purchased through the school office. A notice will be sent home when a student has used up all their pre-paid lunches. It is the responsibility of the parent / guardian to purchase additional lunches. A student may not charge lunches once this notice has been sent home. You can make payments by sending cash/check to our office or by paying through your FACTS account.

Weekly 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.

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 and Quincy GTA Bus. Ephrata School District transports Ephrata students within the district.

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. We try to announce late starts and closures by 6:00 AM.

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. There is a Medical Exemption Request process. Please inquire at the office for more details.

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, 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:

- 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.**
- 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 if the other gender is not invited.

NOTE: Please do not hand out invitations or talk about parties at school unless all classmates are invited. This is a common courtesy we expect of all students.

Playground Expectations: (4.5C, 4.8A)

Outside recess

- Students are expected to walk until they are completely beyond the outside doors.
- Students are restricted to the asphalt play area, the grass field or the graveled play areas.
- Rough housing, play fighting, wrestling is not permitted
- Students shall share use of the swings. Any student who wants to swing shall be given the opportunity.
- 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 towards the adult supervisor and shall be quiet.
- Following lunch, "the Angelus" will be prayed in the gym.

Playground Rules

- Personal playground equipment and toys are to be left at home.
- Do not use the equipment when wet.
- No pushing, pulling or tackling of any kind
- No bare feet. Wear proper shoes or snow boots when required.
- Line up quickly when bell ends recess period
- A recovery station will be used when a student does not follow directions-
- Students will be asked to stand against the wall until recess is over
- Play only with adult supervision.
- Use equipment designed and designated for your age group.

Inside Recess

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

Volunteering: (1.13A, 2.9D, 2.9H) All adults volunteering are required to complete the Virtus training provided by the diocese before volunteering with children. A background check will be done every 6 years. For any volunteer drivers, a safe driving online course must be completed, and the completion certificate given to the office along with auto insurance coverage documentation before being allowed to drive students. Car seat requirements are as follows: (RCW 46.61.687)

- Children ages 2 to 4 must ride in a car seat with a harness (rear or forward-facing).
- Children 4 years and older must ride in a car or booster seat until they are 4'9" in height.
- Children up to age 13 must ride in the back seat when practical.

Safety and Security: (3.7 C) Students will be offered Safe Environment training annually by the school with the preferred curriculum being VIRTUS. If a Parent chooses to have their child opt out of this training, the request must be in writing, and training material can be sent home with the student for the Parents' reference and possible use.

Gender Ideology: Catholic Schools provide a privileged space to experience an educational environment anchored in the Catholic Faith's morals, values and teachings. While respecting the dignity of all students and parents, the school will be upholding a Christian anthropology and a human identity, based on male and female and not orientation or sexual preference. This would include names as well as pronouns that align to the biological sex of the person at birth. Bathrooms, locker rooms and other related spaces will be sex specific insuring a safe environment for both women and men. (2.5 C)

Lockdowns: Lockdowns will be practiced twice a year. We will practice one external threat and one internal threat. The environment of the room will be kept light but with a note of importance for safety. Fire drills will be practiced twice a year to ensure students know how to quickly and safely exit the building. One evacuation drill will be held each year to ensure the safety of students in the event of an earthquake, rail spill, or building danger. Details to these drills will precede the week prior to the announced drill. After one announced fire and lockdown, there will be one unannounced fire and lockdown during the school year to ensure all procedures are working properly.

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: 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 cannot 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 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, students, and teachers 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 the 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. 3rd through sixth grade students will also take the SBA (Smarter Balanced Assessment) in the Spring.

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. The principal will also award students in various categories. Parents will be notified by staff if their student has been selected as Student of the Month, and are invited to the awards assembly.

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 Council and will be responsible to represent and report student activities to their class.

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 so we can make arrangements with you. We love you and want you to stay!* If a family does not meet its financial obligations, the following steps will be taken to ensure payment:
 - Once a payment is 10 days past due, FACTS assesses a \$15.00 late fee.
 - Invoice payments (due on the 1st) will incur a \$25.00 returned payment fee for returned checks; the fee will be assessed and shown on your next scheduled FACTS invoice.
 - ACH payments (due on the 5th or 20th) 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.
 - 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.

NOTE: Please communicate your financial circumstances with us, we want to keep your child enrolled at St. Rose School!

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 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.
- 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. (4.5B)

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 the 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.
3. *Students fill out a form to encourage growth and reflection.
4. If the students still continue to have a problem, parents will be called in for a conference and a plan will be formed.
5. *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.
6. 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.
7. 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.

1. Inside the classroom
2. Inside another classroom
3. Office
4. In-School Suspension room
5. At Home Suspension

*Guidelines for the recovery stations.

1. Student will go to recovery until behavior is composed and may come back at will.
2. Student will go to recovery in designated classroom and fill out a form to document the behavior and solution. Student will come back when invited by teacher.
3. Student will go to recovery in the office and fill out a form. Student will come back after being counseled by the principal.
4. Student will spend recovery time in school/at home suspension. They will not be invited back until a conference is held with student, parents, principal and acting parish priest. A plan must be formed and signed by all for student to return to school.

Each classroom teacher will establish class rules and consequences for misbehavior within his/her classroom. Consequences will follow our school discipline plan and follow natural consequences if at all possible. Please post classroom rules in your classroom and inform parents and the principal of any classroom rules and consequences.

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:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, bullying or attacking others
- Damaging computers and computer systems
- Violating copyright laws
- 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 30th*. Completed forms are kept on file.