



St. Rose of Lima Preparatory School

2026-2027
Student Handbook

Christ Inspired Academic Excellence

Table of Contents

Welcome.....	4
Mission/Vision/Philosophy/SLEs.....	5
Parent/Guardian Guidance and Responsibility.....	5-6
School Finances.....	6
Tuition Policy.....	6-7
Student – Parent/Guardian Involvement & Participation.....	7
Policies and Procedures.....	8- 11
Admissions.....	8
Transfers.....	8
School Hours.....	8-9
Absences.....	9
Tardiness.....	9
Vacations.....	9
Early Release.....	10
Weekly Mass Attendance.....	10
School Library.....	10
Pictures.....	10
School Visitors.....	11
Student Telephone Usage.....	11
Lunch Program.....	11
Academic Excellence.....	11
Homework.....	11-12
Non-Academic Awards.....	12
Student of the Month.....	12
Caught Being a Saint.....	12
Communication / Conferences.....	12-15
Parent / Teacher Conferences.....	12
Parent Notification.....	13
Report Cards.....	13
Academic Grading Schedule.....	13
Family Folders.....	13-14
Change of Address, Phone or Person to Call in Emergency.....	14
Snow / Ice Days.....	14
Health.....	14
Illness or Injury at School.....	14-15
Medicine.....	15
Student Electronic Use.....	15-18
Technology.....	15-16
Computer Usage.....	16-17
Electronic Use Agreement.....	16-18
Transportation.....	18
Bus/Parking Safety/Pick Up Drive Thru.....	18-19
Walkers/Bike Riders.....	19
Notification of Change in Transportation.....	19
Elective Schedule.....	19-20
Student Responsibilities.....	20
Leaving Campus.....	20
Testing.....	21
Damage to Property.....	21
Lunchtime.....	21
Breaktime Expectations.....	21

Outside Breaks.....	21
General Equipment Rules.....	22
Swings/Slides/Monkey Bars/Jungle Gym/Big Toy.....	22
Junior Joggers/Ladders and Climbers/Crawl Tube.....	22
General Playground Rules.....	22
Inside Break.....	22
Break time Line-Up.....	23
Birthday Policy.....	23
St. Rose Discipline Plan	23-25
School Rules.....	23
Safety & Security Rules.....	23
Possible Consequences for Violation of Safety / Security Rules.....	24
Core Beliefs.....	24
Student Conduct.....	24-25
Disciplinary Measures.....	25
Five Critical Disciplinary Considerations.....	25
St. Rose Steps to Integrity.....	25-26
Recovery Stations.....	26-27
Special Privileges / Activities.....	27
Behavior Contracts.....	27
Suspension.....	27
Safety and Security	27-28
Gender Ideology.....	28
Safety Drills.....	28
Bullying/Harassment	28-29
St. Rose Anti-Bullying Policy	28-31
Bullying Definition.....	29
Cyber Bullying.....	29
Consequences for Violation.....	29-30
Contract.....	31
Dress Code	32
Dress Code Purpose.....	32
Mass Attendance Attire.....	32-33
Regular Daily Attire.....	33-34
Free Dress.....	35
Student Activities	35
Field Trips.....	35
Associated Student Body.....	35
Associated Student Body Officers.....	35

Diocese Policies and Procedures available in the office upon request.



St Rose of Lima Catholic School

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Dear Parent, Guardian, and Student:

We are so pleased that you have chosen to join our family at Saint Rose Catholic School. You are joining a family of dedicated, loving and enthusiastic faculty and staff.

This handbook contains general information about our school, its programs, expectations and diocesan policies. Your cooperation to become familiar with the policies of the school and conscientiously following the directives outlined in this handbook will help to contribute to a happy and productive learning atmosphere for all our children. Working together as a team, we can create a warm and productive learning environment for our students.

Our discipline policy is outlined in this handbook. Please take a moment to review our expectations and the associated consequences. It is important to know terms like, "Recovery Form," and to be familiar with the beatitudes that Jesus left us in His sermon on the mount. Along with the 10 Commandments, these are the foundation for expectations at St. Rose Catholic School. Your understanding and support of these policies make them a cohesive expectation for all students.

Please keep this handbook available as a ready reference guide to school procedures, policies and events. Some changes have been made throughout the handbook especially to our uniform policy. Please be sure to look it over carefully. The school and/or Principal retain the right to amend the handbook for just cause. Parents will be given prompt notification of any such changes.

May God Bless Your School Year,

Amy Krautscheid
Principal

Diocese of Yakima Catholic Schools Policies and Procedures:

This student handbook was created based on the policies and procedures set by the Diocese of Yakima. Pertinent policies numbers will be notated as a section and page number (4.5B). A copy of the Diocese policies for students and parents are available in the office upon request.

Because St. Rose of Lima School students are made in the image of likeness of God, we will ensure all students are treated with the inherent dignity as children of God.

School Vision:

St. Rose of Lima Preparatory 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.

St. Rose of Lima Catholic School's Mission Statement:

Christ Inspired Academic Excellence

Student Learning Expectations

- We are Christ Centered.
- We have inspired faith.
- We can academically achieve.
- We choose excellence of character.

Philosophy:

Because St. Rose of Lima School Students are made in the image and likeness of God, we will ensure all students are treated with the inherent dignity as children of God.

Parents/Guardians Guidance and Responsibility:

While the teachers and students set up goals and ways of achieving those goals, it is the parents/guardian's responsibility for their student's education. That responsibility extends to active involvement in the school and its events. To strengthen our moral and value system, we each need to employ the Church, the School, and the Community to achieve the school's and students' goals for a provident and productive life.

With this philosophy as the foundation of St. Rose of Lima Catholic School, we will respect each student's freedom, dignity, and integrity.

School Finances:

All checks payable to the school returned from the bank will be treated as non-payment and assessed a \$35.00 processing fee.

Tuition Payment Policy:

Tuition & Fees: Parents of all students attending St. Rose of Lima Catholic School will pay the appropriate fees as set yearly by the School Advisory Commission and the Administration.

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 and St. Rose of Lima Catholic School. 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 and establish an extended payment plan. We love all of our families and are always willing to work towards a solution.

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 1st) will incur a \$35.00 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 5th or 20th or date of your choice) will be reattempted by FACTS and will also be assessed a \$35.00 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 and fees are current, either with the FACTS tuition schedule or the family's alternative tuition plan, or with the approval of the principal.

A family with an unpaid tuition balance that has failed to cooperate with the principal in making payment arrangements will be asked to speak with

Father Cesar. If the agreement on financial arrangements is not followed, the student will be suspended from school. If payments are in arrears at the end of the school year, and a repayment plan is not agreed upon, the tuition account may be turned over to a collection agency.

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

Student-Parent/Guardian Involvement and Participation: (1.12A, 1.12B)

We ask that each parent/guardian who registers their child in St. Rose of Lima Preparatory 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:

- Auction
- Fall sale
- Spring Sale
- Coconut Crawl Fun Run
- Golf Tournament
- Any other fundraisers throughout the year which need parent/guardian volunteers.

Parents/Guardians are required to work twenty (20) hours per family on the Auction, and ten (10) hours per family for additional volunteering. Families may buy out of their hours at \$35.00/hour.

Each PK-8 family is required to sell a minimum of \$500.00 from fundraising.

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. History shows that the success of our school is only as good as its volunteers. **Our future rests on your willingness to say, "Yes, I'll be glad to help."**

Policies and Procedures:

Admissions:

Students may register for the Fall Term in March. A student entering St. Rose Prep must have completed the previous grade with compliant attendance history at an accredited school or homeschool. Baptismal record, Certificate of Birth, immunization record, Certificate of Transfer (4.9) (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. (3.1)

*There is a **waiting period of 7 business days** for any new student applying to St. Rose of Lima Preparatory 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 Preparatory 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 Prep is permanent.

Policy (3.3A) Students must attend school punctually and regularly and conform to the attendance policies established by the school.

Policy (3.3C) 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.

Transfers:

If your student 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.

All families not returning to St. Rose Preparatory School will be asked to complete an exit survey to help us better our school.

School Hours:

Classes for all grades begin at 7:55 a.m. and end at 2:50 p.m. at Ephrata Middle School. Students are to be picked up no later than 3:00 p.m. Parents are responsible for all pick up from the Ephrata Middle School. Please see page 18 for transportation details. Students should not arrive at school

before 7:35 a.m.

Absences: (3.3A)

If your student will not be attending school, please notify the school office (509-754-4901)/School Status APP by 9:00 A.M. that morning and each morning the absence is expected. If you student will be missing afternoon classes, please notify Ephrata Middle School using the parent square app.

In some cases, a doctor's re-entry slip may be required. Homework assignments may be requested before 11:00 a.m. and picked up in the school office at the end of the school day (2:35 p.m.). Make-up work is the student's responsibility. A student arriving after 9:30 will be marked for a half day A.M. absence. A student leaving before 12:10 p.m. will be marked for a half day P.M. absence.

A student who is absent ten (10) or more days during a grading period will have his/her grades withheld until the work is made up to the teacher's satisfaction. If absences continue, a meeting may be scheduled with the parent, principal, and priest to make a plan to complete missed content. Students who do not comply with the school's attendance policy may be expelled. (3.3C)

Tardiness: (3.3A)

The Tardy Bell rings at 8:00 a.m. A student arriving after 8:00 must report to the school office for a Tardy Slip before going to class. **A student with more than 10 tardies in a quarter must have a conference with the teacher and/or principal and will have his/her grades withheld until a plan is in place to ensure timely attendance.** If tardiness continues, a meeting may be scheduled with the parent, principal, and priest. Students who do not comply with the school's attendance policy may be expelled. (3.3C)

Vacations:

Vacations during the school year are discouraged. There is no substitute for classroom instruction. Parents must notify the teachers 7 days prior to vacation to allow for a missing work to be compiled.

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 student. Parents/guardians are asked to wait in the office for the student. Parents need to sign out their student(s) in the school's check in/out log.

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.
7. Parents/guardians, relatives and friends are invited to attend our weekly Mass
8. **CORRECT UNIFORM ATTIRE INCLUDING LONG PANTS, DRESSES, BLAZERS, AND TIES ARE MANDATORY FOR MASS. TENNIS SHOES/DRESS SHOES ARE REQUIRED FOR MASS. *CROCS ARE NOT ALLOWED ON MASS DAYS.**

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. All volunteers must be background checked and watch our safety video from Virtus.

NOTE: **TO ENSURE SAFETY, ALL VISITORS MUST CHECK IN AT THE OFFICE AND FILL OUT A VOLUNTEER NAME TAG.

Student Telephone Usage:

Students should not expect to use the office/school phone except on an infrequent and/or emergency basis. Students should make arrangements for being picked up after school other than through daily phone calls. Parents should send a note on the school status app if there is to be a change in the regular schedule.

Lunch Program:

St. Rose of Lima Catholic School is a participant in the National School Lunch and Nutrition Program. We make homemade and nutritious 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 make payments by sending cash/check to our office or by paying through your FACTS account.

This institution is an equal opportunity provider. Because St. Rose of Lima School students are made in the image and likeness of God, we will ensure all students are treated with inherent dignity as children of God.

Academic Excellence:

Beginning in sixth grade and continuing through grade eighth, the curriculum in St. Rose of Lima Preparatory School shall include instruction in the following areas: Religion, English Language Arts, History, Mathematics, Science, Physical Education, and Art(6th), Music(6th), Library(6th).

Homework:

Homework is assigned at Saint Rose Prep. 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 after-school program where students can receive homework help.

Non-Academic Awards

Student of the Month:

Students will be nominated as Student of the Month by their teacher. More than one student per grade may be nominated, however the usual procedure is to have every student receive a student of the month award each year. We will focus on the Beatitude being recognized during the month prior to the award. Parents will be notified by staff if their student has been selected as the student of the month, and are invited to the Student of the Month Mass. Awards will be presented at the end of Mass.

Caught Being a Saint:

The Caught Being a Saint Program is used to enhance and supplement the moral teachings of the beatitudes we teach monthly. This 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. Each Friday, 12 cards are drawn! Those 12 students go to the Saint Store before class starts.

Communication / Conferences

Parent/Teacher Conferences: (2.8)

If you wish to confer with your student's teacher at any time, you are encouraged to do so. Please contact the school office to request a conference. Your student's teacher will contact you to schedule a day and time.

A formal conference will take place early in the Fall. 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: (2.8)

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: (2.8)

Report cards are issued four times a year. It is recommended that parents discuss the grades with each student. Positive reinforcement of effort, good conduct, and improvement in academic subjects or behavior is important to the well-being of students. 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.

Percentage based report cards will list each academic area for that quarter. Teachers will be able to communicate exactly where each student is excelling or needing support. You will be notified ahead of time if your student is receiving a failing grade. *Your student's teacher will have contacted you to provide opportunities to improve failing grades.*

Academic Grading Schedule:

Grading scales will follow a percentage based letter grade scale, but percentages are subject to adjustments.

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Please SIGN AND RETURN the report card envelope to the school within the week following distribution.

Family Folders:

Weekly Newsletters:

Each week a "Family Folder" will be emailed and sent home containing *extremely important* information regarding school, parish and/or community groups wishing to inform parents of upcoming activities. Each weekly newsletter has a week view of the school calendar of events. Permission slips and school deadlines will also be sent in the packet. You will need to be able to open attachments and print off forms at times.

Monthly Principal Newsletter:

Each month, Mrs. Krautscheid will send a newsletter containing important information on testing, beatitude lessons, significant student activities, opportunities for faith formation for families and much more.

You may send permission slips and notes with your student's name on them in your family folder. When money is enclosed, please send it in an envelope stating the student's name, grade and the amount and purpose of the money. **It is the parents' responsibility to keep informed as to what is happening at the school regarding their student, fundraising, scheduling, etc.**

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 student's safety that records are kept up to date. Send a note to the office whenever a change occurs.

Snow/Ice Days: (4.7)

In the event of school closure due to inclement weather, or for other reasons, we try to follow the Ephrata School District.

The school's website and social media pages will be updated as soon as it is decided that school will be closed. Parents must sign up for the School Status App 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 closure by 6:00 AM.

Health: (3.9B)

Students must meet state immunization requirements. Health records are kept on file for each student. All new students are required to show proof of immunization before entering school. A student may be suspended for non-compliance with the State Immunization Code. Each year our health services include vision screening. There is a medical exemption request process. Please inquire at the office for more details. Students with a temperature of 100.4 or more will be sent home due to illness. In case of illness, students should be temperature free, have no vomiting, and have no diarrhea for 24 hours without medicine before returning to school.

Illness or Injury at School: (3.9D)

If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for permission to go to the school office. If necessary, we

will try to contact the students' parents or legal guardians. All students who are injured or become ill during school hours must be checked at the school office by the parent or legal guardian before leaving school. Students who have a temperature of 100.4 F or higher will be sent home. **Please keep your emergency card up to date!**

Medicine: (3.9E)

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.

****Please ensure St. Rose School and Ephrata Middle School have needed medications on site with permission forms.

Students are not allowed to carry any type of medicine while on St. Rose School grounds, however, some medications are allowed to be carried in backpacks with parent and physician permission. Please check with the Ephrata Middle School for details.

Student Electronic Use: (4.20B, 5.6E)

Technology: (3.20B,4.6)

St. Rose of Lima Preparatory School provides all students with relevant technological opportunities because technology has an ever-increasing and permanent role in society. Technology is a tool with an inherent interdisciplinary nature. Since it is a basic life skill, it should be integrated into areas of the curriculum. There are ethical, social and legal issues with the use of technology. We, as Catholic school educators, believe that we must prepare students from an early age in the use of technology and provide them with an understanding of its concepts and responsibilities.

Access to telecommunications will enable students to explore thousands of libraries, databases and bulletin boards throughout the world. Internet is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a respectful and responsible manner. The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Internet searches for inappropriate non-school related content
3. Using obscene language
4. Harassing, insulting, bullying or attacking others

5. Damaging computers and computer systems
6. Violating copyright laws
7. Accessing materials that have not been designated for student use by an educator.

Access is a privilege, not a right. Access entails responsibility. Disciplinary or legal action will be taken against those who abuse this privilege.

We encourage our students to follow the "*Rules for Online Safety*" that the National Center for Missing and Exploited Children has set forth for both parents and their children to adopt. The child agrees to do the following:

I will not give out personal information such as my address, telephone number, parents' work address/telephone number or the name and location of my school without my parents' permission.

I will tell my parents right away if I come across any information on the Web that makes me feel uncomfortable.

I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

I will never send a person my picture or anything else without first checking with my parents.

I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault I get a message like that. If I do, I will tell my parents right away so that they can contact the online service. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of the day that I can be online, the length of time I can be online and the appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

Computer Usage: (4.6E)

The use of computers at St. Rose of Lima Preparatory 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-8 must sign a computer usage agreement form on/by *August 30th*. Completed forms are kept on file.

Students and parents must sign our electronics use agreement.

Personal electronic devices, including, but not limited to cell phones, tablets, 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. Items, including smart watches, brought to school should be kept in backpacks during the day. The school does not accept responsibility for loss or theft of any of these items while on campus or at school events.

Electronic devices used or displayed in any area of the St. Rose Preparatory School campus during school hours (upon arriving at school until the 2:50 p.m. dismissal bell and throughout After School Program until parent pick up) will be confiscated. The offending student will be subject to discipline. All cell phones are to be turned off during these hours.

After school program is also a personal electronic device free zone. Personal devices are not protected under our content filters. Keeping electronics, including phones, put away allows us to keep your student safe from unapproved content. Cell phones may be used to communicate with a parent or guardian ONLY with permission of the adult in charge. The device must then be put back away. At no time should students be sharing videos, pictures, or games on a personal device at school.

Consequences for violating the electronic device use policy:

- * First offense: The device will be held in the main office. Students will receive an infraction letter. They will be required to read and sign the policy when the device is picked up at the end of the school day.
- * Second offense: The device will be held in the main office for parent/guardian pick-up. The student will again sign the infraction letter. The parent/guardian will also be required to sign the infraction letter.
- * Subsequent offense(s): The device will be held in the main office for parent/guardian pick-up. The student will receive discipline subject to administrative discretion such as loss of privileges, no cell phone allowed in the school, in school suspension or out of school suspension. Father will be notified.

NOTE: If the incident also includes violation of other school rules, additional discipline may be applied subject to administrative discretion.

Student Electronic Device Infraction Procedure:

- * Teacher confiscates device from student.
- * The electronic device will be given to the principal.
- * The electronic device will be placed in a secure location.
- * Discipline will be administered according to the above-listed process.
- * Student signs the infraction letter prior to the return of the device.

If the student refuses to give the electronic device to the teacher, the teacher will explain choices to the student: Give the device to the teacher or face further consequences.

If the student still refuses, without further confrontation, the teacher will call the office and request an administrator or security to remove the student from class.

The student will be escorted to the office and receive discipline for electronic device use infraction and for defiance.

Transportation:

Parents are responsible for the transportation of their children to and from school on time.

Bus:

Transportation on the Ephrata School District buses is available for students enrolled at St. Rose of Lima Preparatory School who live in the Ephrata School District. Fees are payable to the Ephrata School District. Transportation from Moses Lake and Quincy is available through the Grant Transit Authority (GTA). We have a chaperone on the bus for the Moses Lake and Quincy GTA bus. Please call the school office for information.

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. Please pull into a parking spot each morning and help your students locate and use the crosswalk.** St. Rose of Lima Preparatory School students are expected to enter the main building each morning.

After School Pick Up:

Parents are in charge of setting up transportation on the Ephrata school bus route if you live in the city limits, picking your child up at the middle school, or having your student walk to meet our chaperones at the Grant Transit Center to ride the city bus home. Our after-school program is also available for St. Rose Prep students to walk back up to the school and join. The

school secretary will help parents coordinate. Ephrata Middle School pick up is done on the south side of the school. Please follow traffic routes. The end of the school day is at 2:50 at EMS.



Walkers:

Walkers will be released from EMS and are in charge of walking to the route you as guardians plan with them.

Bike Riders:

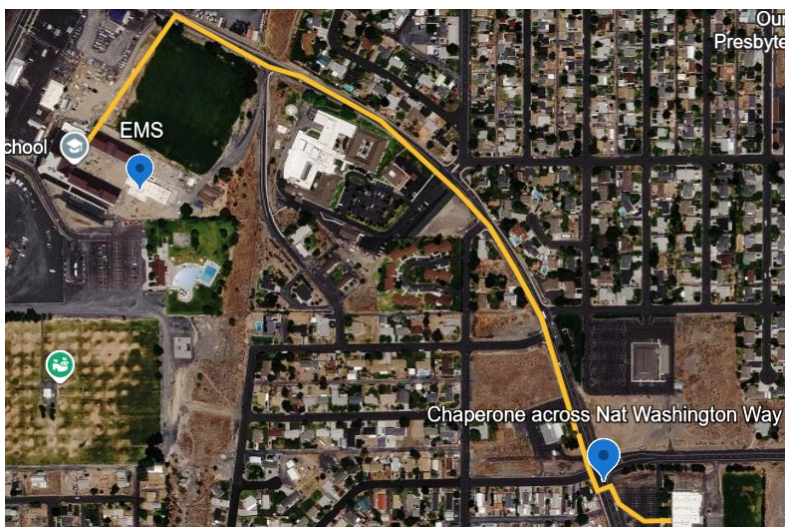
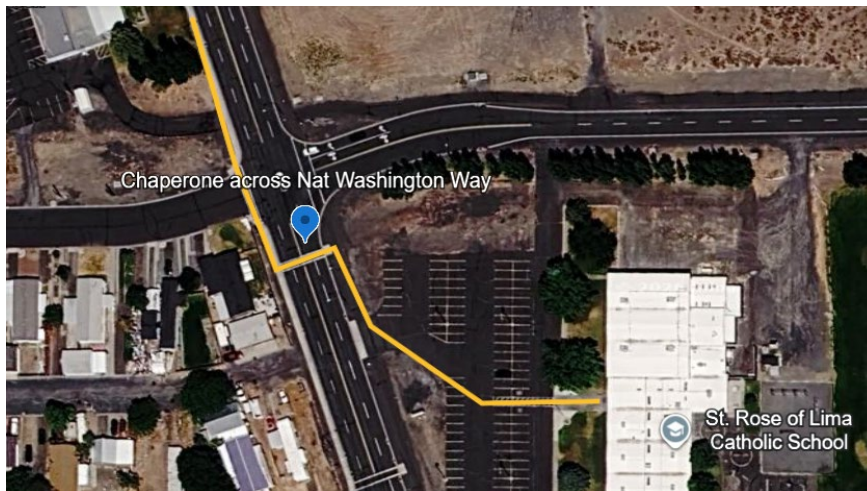
Students riding their bikes to and from school have a bike rack located at the front of the school. They may park their bike and carry their helmets inside. Helmets are not to be worn inside the building.

Notification of Change in transportation:

If you have changes to your student's mode of transportation, **please notify the EMS office by 1:30.** This ensures there is written directions and plenty of time to notify teachers and students of the changes.

Electives Schedule: (7th & 8th grade only)

Each day at 12:10, our students will be responsible to walk down Nat Washington Way and check in with the Ephrata Middle School office for their 6th and 7th period classes. A staff member will escort students daily across Nat Washington Way and escort students down to the EMS office for the first two weeks to ensure the procedures are followed. Students will follow the same route each day and walk as a group for safety. The EMS office will communicate attendance with St. Rose School office. During wet or icy conditions, a staff member will ensure the students are able to access the Grant Transit Authority bus to the bottom of Nat Washington Way, or transport students by authorized staff vehicles to ensure they arrive safely and timely to EMS.



Student Responsibilities (3.5C)

Leaving Campus: (4.13A)

Students may not leave the school grounds without adult permission from a St. Rose employee or a parent/guardian. Any student leaving the premises must be signed out of school by the parent/guardian through the school office or escorted by an employee when leaving for Ephrata Middle School.

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, 3.4)

Testing: (2.7A,B,C)

Standardized tests will be administered to all students in the fall and spring. Tests may include the Star test, the DIBELS test and an Independent Reading Indicator test. Third grade through eighth grade students will also take the SBA (Smarter Balanced Assessment).

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.

Lunchtime:

1. Lunch is usually eaten in the Gym.
2. Remain seated, speak quietly and practice good table manners.
3. Ask the supervisor's permission to use the water fountain or bathroom.
4. Clean your area at the table, including disposing properly of garbage.
5. Go outside immediately when the staff supervisor invites you to do so.
6. Pop is not an acceptable beverage for lunches. **Students may bring and use water bottles.**
7. Microwaves are available to cook or warm lunch items with supervision
8. Food is not permitted outside of "the Lunch Box." This includes classrooms, hallways and play areas unless otherwise approved by the teacher.
9. **Gum is NOT allowed** in school buildings or the school grounds.

Breaktime Expectations: (3.5C)

Outside Breaks

1. Students are expected to walk on the black top 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 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 the adult supervisor and be quiet.
5. Following lunch recess, students will line up and pray the Angelus.

General Equipment Rules

- All equipment is to be used with safety as our 1st priority.

Swings:

- No standing on, jumping off, twisting, or lying on your stomach.
- Do not twist chains or swing empty swings.
- Do not stand on swings; sit and hold with both hands, one person at a time.
- Do not stand close to a moving swing.
- Stop swinging motion before getting off.

Slides:

- Slides are for use for K-6 only.

Monkey Bars:

- Do not go on top the bars, pull people off, hang by your legs, or go two people at a time.

Jungle Gym:

- No jumping off, do not use balls or ropes on the jungle gym.
- No pulling on people or playing tag on the jungle gym.

Big Toy

- The big toy is for use for PK-6 only.

General Playground Rules:

- Do not use the equipment when wet.
- No pushing, pulling, carrying, lifting, or tackling of any kind.
- No bare feet. Wear proper shoes or snow boots when required.
- A recovery form may be used when a student does not follow directions.
- Students may be asked to stand on the wall until recess is over if safety rules are not followed.
- Students are allowed on the playground only with adult supervision.
- Use equipment designed for your age group.

Inside Breaks

Inside breaks will be either in the gym or hall. Lunch break will be free choice of board games, reading or organized activities by the recess teacher.

- No kicking balls in the gym.
- No throwing balls against gym walls or up to the ceiling.

Leave equipment the safest way possible- do not jump off equipment

Breaktime Line-up:

1. When the bell rings or an adult calls you in, students will immediately 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. Following lunch recess, "the Angelus" will be prayed.

Birthday policy:

1. 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 hand.
2. 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.

St. Rose School Behavior/Discipline Plan: (3.8A)

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 misbehavior 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 3.5A

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 3.5B

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.

Disciplinary Measures:

Diocesan Policy 3.8C

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/she decides is appropriate.

Diocesan Policy 3.8D

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

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 student's intentions?
3. What is the personality and temperament of the student?
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 a recovery form to encourage growth and reflection.

3. If the students 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 recurrence happens will be stated in the plan. Parents, students and the principal will sign the plan.
4. If the created plan is not upheld, another conference will be held and the principal will institute the consequences listed on the plan. The principal will then state further actions to be upheld for any recurrence.
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 3.8C

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 3.8D

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
In-School Suspension room
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. Students will go to recovery in designated classrooms and fill out an recovery form. Students will come back when invited by the teacher.

3. Students will go to recovery in the office and fill out a moment of recovery form. Students will come back after being counseled by the principal.
4. Students 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 students to return to school.

Special Privileges/Activities:

Our staff feels that co-curricular and extracurricular activities should be an important part of every student's education. Students also have a responsibility to earn the right to participate in special school related activities and events by demonstrating appropriate behavior. Special privilege activities and events include, but may not be limited to field trips, assemblies, concerts, dances, parties, etc.

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 assigned by the principal on a short-term basis while students are on a "time-out" from class.

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 student 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: (2.5C)

Catholic schools provide a privileged space to experience an educational environment anchored in the Catholic faiths 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 ensuring a safe environment for both women and men.

Safety Drills:

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. Their drills will be practiced twice a year to ensure students know how to exit the building quickly and safely. 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 in lockdown drill, there will be one unannounced fire and lockdown drill during the school year to ensure all procedures are working properly.

Bullying/Harassment:

All students, staff, parents and volunteers will be required to read and sign our St. Rose of Lima Preparatory School Bullying/Harassment Policy ***the last day in September.***

St. Rose of Lima Preparatory School **Anti-Bullying Policy** (3.7, 3.5B, 3.8A)

St. Rose of Lima Preparatory 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.

Cyber Bullying: (Section 3.7)

Any student or adult 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, 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.

Students and adults at St. Rose of Lima Preparatory School will do the following to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report any bullying to an adult.

Teachers and staff at St. Rose of Lima Preparatory School will do the following to prevent bullying and help students 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.

Consequences for Violation of the Anti-Bullying Policy:

Depending on the severity and nature of the incident, St. Rose of Lima Preparatory School will take one or more of the following steps when bullying occurs:

1. Intervention, Warning, and Redirection: A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforces the student that bullying will not be tolerated. During this meeting with the student/adult, the staff member will redirect the student/adult and come up with a plan for success in case they find themselves in a similar situation in the future. Adults will follow the procedures set out in the faculty handbook.

2. Notification of Parents: School staff will notify the parents of students involved. The parents will be asked to meet with the principal or other members of the school staff, including the student's teacher.
3. Resolution with the Target of Bullying: The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
4. Consequences: Possible consequences for violation of safety/security rules will be addressed. The victim will fill out a bullying complaint form. The student, teacher, principal, and the parents will create and sign a behavior plan. Adults will be asked to create a plan with the principal or the parish priest to ensure that the behavior is changed.
5. Suspension: In cases of severe or repeated bullying, the student may be suspended under diocesan policies. Three or more repeated cases of bullying per individual will result in suspension/dismissal from school/job.

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 4.8C

Students/adults who seriously violate the school discipline code may be subject to expulsion or dismissal. Expulsion takes place in accordance with written diocesan policy for discipline and after the principal has met with the parents of the student.

Diocesan Policy 3.69A, 4.7A

Dismissal can take place in accordance with written diocesan policy that expressly prohibits any and all acts or threats of violence by any diocesan employee, parishioner, vendor, or other visitor to the diocese's facilities.

ADULTS and STUDENTS: Sign the adult/student contract and send back to the school.

St. Rose of Lima Preparatory School Anti- Bullying Adult/Student Contract

I, _____, promise that I will do my best to keep our school a safe and caring place. This means that I will:

1. Treat *everyone* with kindness and respect.
2. Resolve disagreements with other students peacefully.
3. Never tease, hurt, name-call, or bully another student.
4. Refuse to join in if I see someone else being bullied.
5. Ask for help from an adult if I am bullied or see someone else being bullied.

Dress Code

Our Dress Code Purpose:

At St. Rose of Lima Preparatory School, we value our Catholicism and traditions above all other things. Our 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 providing us a means of quickly identifying people who may not belong on school grounds.

Intermittent uniform checks will be conducted, and students may be asked to change if necessary. Persistent violations will result in a meeting with the principal, parent, and priest.

St. Rose of Lima Preparatory School has two uniform providers: French Toast & Lands End. The only acceptable and required plaid (NAVY/RED) must be purchased at French Toast.

Mass Attendance Attire- All Students (7th & 8th):

On any school day that students attend Mass (typically Thursdays), students must wear ties and their St Rose Prep blazer and uniform pants or skirts. Uniforms must be in good repair such as pants with no holes. Blazers must be purchased through Lands End. Please take care to remember that your child is in official mass attire. Shorts and crocs are not allowed on Mass days.

Mass Uniform Pants:

Standard slack cut, plain dark navy or khaki cotton twill pants are our uniform standard. Cargo or skinny-legged pants are not allowed. Pants must be worn at waistline.

Mass Uniform Skirts:

Girls in grades 7th & 8th– French Toast Plaid skirts (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 skirts but must not be visible. Ankle-length and calf-length solid white or dark navy leggings may be worn with jumpers and skirts. Lace embellishments on leggings are not permitted.

Mass Uniform Shirts:

Navy or White long or short sleeved collared shirt, knit polo shirt or turtleneck shirt. Polo shirts with pockets are not allowed. Undershirts must be solid white, short-sleeved, without any logos, and not visible. Shirts must be tucked in or cover the beltline of pants.

Mass Uniform Skorts:

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

Mass Uniform Socks:

Solid navy, black, or white only. Socks must be worn and must be visible above shoe. Girls may wear plain (not patterned) tights in white or navy.

Regular Daily Attire:

St. Rose Prep sweatshirts or t-shirts: Navy blue cardigan, pull over sweater or vest with white St. Rose of Lima Preparatory School on the left chest area (Logo wear available only from I:49 or Sole Performance): No other sweatshirts are permitted at school. Khaki slacks, jeans, uniform skirts, or jean skirts are allowed.

Daily Uniform Shirts & St. Rose Prep t-shirts:

Navy or White long or short sleeved collared shirt, knit polo, or St. Rose Prep logo t-shirts are permitted in 6th-8th grade. Polo shirts with pockets are not allowed. Undershirts must be solid white, short-sleeved, without any logos, and not visible. Shirts must be tucked in or cover the beltline of pants.

Daily Pants:

Standard solid jeans or pants free of holes. Jeans must be worn at the waist with no stomach showing. Uniform slacks or khaki dress pants are allowed. Undergarments may not be visible. Sweats, joggers, leggings, and pajama pants are not allowed.

Daily Shorts:

Solid dark navy or khaki twill walking shorts, jean 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. *

Daily Skirts:

Girls in grades 7th & 8th– French Toast Plaid skirts(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. Jean skirts are allowed. Spandex shorts may be worn under skirts but must not be visible. Ankle-length and calf-length solid white or dark navy leggings may be worn with jumpers and skirts. Lace embellishments on leggings are not permitted.

Skorts:

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

Socks:

Solid navy, black, or white only. Socks must be worn and must be visible above shoe. Girls may wear plain (not patterned) tights in white or navy.

Belts:

Students are encouraged to wear belts. Belts must be navy, 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.

Sandals, Heelys or light-up shoes, heels or platform shoes are not allowed. **Please note, cowboy boots can be slippery on the playground.

Shoes without a back are not permitted in grades pre-K through 6. Tennis shoes must be available for PE.

Free Dress / School Spirit Days:

Students are allowed to wear their choice of dress on school spirit and “free” dress days providing they meet the dress code. Students must dress according to the Ephrata Middle School. The following items are not permitted:

1. Tank tops
2. Any clothing that is too tight or too loose or too short (this includes the “baggy” look, crop look, cropped/folded shirts and skinny cut pants)
3. Hats during class time
4. Sunglasses during class time
5. T-shirts with artwork considered not in good taste and not consistent with good Christian values
6. No tattoos including temporary, stick-on or Henna.
7. Students are expected to maintain hair color that reflects a natural and neat appearance. While highlights and subtle color enhancements are permitted, vivid or non-natural colors (such as bright red, blue, green, pink, or similar tones) are not allowed.

Other:

All clothes, boots and other personal belongings **must be marked** with the student’s name. “Lost and Found” items not claimed may be given away within a few weeks.

Special Note:

In the interest of building a strong character in our students, promoting and maintaining a philosophy of modesty, we ask that parents make an effort to evaluate their own dress while on or near the school property and while volunteering or chaperoning. Our teachers and staff will be appropriate role models for your children in this area.

Student Activities

Field Trips: (Section 2.9)

School/class coordinated field trips are activities that contribute to the educational growth of the students. Keeping this in mind, only students in the particular class (es) are allowed to attend field trips. Students must be in attendance at school the day the field trip is to occur. Educational field trips are properly planned and supervised. If drivers are needed for a field trip, it is agreed that no deviations from the planned event are permitted, as this

helps to keep on schedule and the students travel as a group. All drivers must complete the Catholic Mutual Driving safety online class prior to the field trip and provide proof of insurance. **When taking a field trip parents must ensure students wear a seatbelt and be seated in a back passenger seat if available per Washington State Law until the age of 13.** Written parental consent and liability release will be required for all field trips. Unless otherwise planned, all carpooling for field trips will depart and return to the school.

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 and Treasurer. Each class will elect a class representative who will be members of the Executive Council and will be responsible to represent and report student activities to their class.

These policies and procedures have been implemented to provide a safe learning environment for all children attending St. Rose of Lima Catholic School. **These policies may be modified as new, un-anticipated circumstances are presented.**