

# St. Rose of Lima School



2023-2024

## Student/Parent Handbook

*“Guided by the Truth of the Gospel message,  
St. Rose of Lima School family nurtures hearts, minds, and bodies by  
growing in Truth through the Dominican Tradition of study, prayer,  
community, and service to shape Catholic life and leadership for the future.”*

300 Kings Highway, Haddon Heights, New Jersey 08035

Phone: 856-546-6166

Fax: 856-546-6601

August 2023

Dear Parents, Guardians and Students,

Welcome to St. Rose of Lima School! We are a community of faith with whom you can worship and learn more about God. It is our expectation that students will work to their potential and use their skills to strengthen the talents they have been given by God. In addition, we expect that they will become knowledgeable, responsible Christian persons, who will contribute to building community and who will care for those in need. It is our belief that enjoyable experiences are an important part of life and should be part of life in school as well. Together we seek appropriate ways to achieve this basic need.

In the pages that follow, you will find information about many topics related to school life. This handbook will provide you with a quick reference when you have questions about policy or procedures. If you have further questions about any topic, do not hesitate to call the school office for assistance.

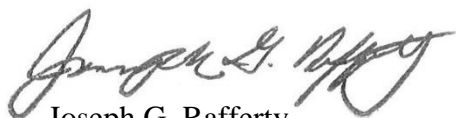
It is very important that parents review this handbook together with their children. It is ultimately the responsibility and cooperation of the parent(s) that all policies and procedures are followed as stated in the handbook. However, in the total educational process we also expect the child(ren) to develop an attitude of responsibility and cooperation with these policies and procedures.

**The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook says limits the principal's authority to interpret and apply the rules.**

Even though this handbook explains consequences that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and authority to impose different or additional consequences for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The school administration reserves the right to amend this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.

Sincerely,



Joseph G. Rafferty  
Principal  
St. Rose of Lima School

## **Introduction**

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. St. Rose of Lima School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, must reflect the faith which the Church has received from her divine founder.

## **Catholic School Environment**

As a community whose primary mission is the teaching of the Faith, St. Rose of Lima School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

## **School Administration**

|                         |  |
|-------------------------|--|
| Pastor:                 | Father E. Dave Grover  |
| Principal:              | Deacon Joseph Rafferty   |
| School Leadership Team: | Mrs. Joanne Bonafiglia (6-8 Lead Teacher)<br>Ms. Peggy Crowell<br>Mrs. Terry Durkin (Special Projects)<br>Mrs. Michelle Walsh (K-5 Lead Teacher) |
| School Secretary:       | Mrs. Sheila Thomas   |
| Advancement Director:   | Mrs. Fran Watson   |
| School Nurses:          | Mrs. Sally Leavey, RN<br>Mrs. April Hale, RN   |
| Religious Ed Secretary: | Mrs. Magda Richard   |
| Parish Secretary:       | Mrs. Kathy Miller  |

## **Important Telephone Numbers**

|                                 |              |
|---------------------------------|--------------|
| School Telephone Number:        | 856-546-6166 |
| School Fax Number:              | 856-546-6601 |
| School Nurse / Absentee Number: | 856-546-6166 |
| Rectory / Parish Office:        | 856-547-0564 |
| Religious Education Office:     | 856-546-9326 |

Website:  
[www.strosoflimaschoolnj.com](http://www.strosoflimaschoolnj.com)

## **Mission Statement**

*“Guided by the Truth of the Gospel message, St. Rose of Lima School family nurtures hearts, minds, and bodies by growing in Truth through the Dominican Tradition of study, prayer, community, and service to shape Catholic life and leadership for the future.”*

## **Philosophy**

The Saint Rose of Lima School community is comprised of parents, administration, faculty and staff who work together to develop the whole child.

We believe that a child can grow spiritually, academically and socially in a safe and nurturing environment.

We support the parents’ role as a child’s first and most important “educators” and promote regular communication between school and home. We encourage parental involvement in the PTA.

Praying and learning about our Catholic faith are important parts of our school day. Our students not only learn about their religion, but are also called to put their faith into action through example and service. We believe that respect for others and maintaining an atmosphere conducive to learning is important.

We endeavor to develop each child’s potential according to his/her individual ability by providing well-planned instruction, appropriate challenges, and supportive services. We encourage cooperative learning, higher order thinking skills, and the appropriate use of technology.

In our effort to develop the whole child, we offer many co-curricular and extra-curricular activities for the various age groups in our school.

Our educational mission is guided by the precept “To Teach as Jesus Did”.

## **Statement of Non-Discrimination**

St. Rose of Lima School will honor the equality of all peoples, avoiding all forms of discrimination and respecting the dignity of each person by providing service without regard to economic status, race, sex, national origin, gender, ethnicity, age (in accordance with the law) or disabling condition (if, with reasonable accommodation on the part of the school, the disabled person could be accommodated).

## Human Sexuality

The Catholic Church teaches, “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity.” (Catechism of the Catholic Church, 2393). St. Rose of Lima School strives to be welcoming, respectful, and sensitive to each student’s unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society’s currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

## Parents’ Role in Education

We at St. Rose of Lima School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Rose of Lima School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

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

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

It is essential that a child take responsibility for grades he/she earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

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

*(Adapted with permission from Sarah Wannemuehler, Ed.D.)*

## Parents as Partners

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

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time;
  - Has a nutritional snack and lunch every day.
- To actively participate in school activities to the fullest extent possible;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student is absent, tardy, has an early dismissal, or a change in dismissal;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policies of the school;
- To treat teachers/staff with respect and courtesy in discussing student problems.

*(Adapted with permission from Sarah Wannemuehler, Ed.D.)*

## **Religious Formation**

Parents/guardians are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our schools are involved in a faith community. For a Catholic family that community is the parish.

All families are expected to report a religious affiliation. For Catholic families, you will be asked annually to keep your parish registration information current. The reception of First Holy Communion, Reconciliation and Confirmation are at the parish church. St. Rose of Lima School will inform parishes of registration information so that the parish can communicate with the families about important faith formation opportunities.

## **Academic Programs**

All students enrolled in St. Rose of Lima School participate in the Religion program and liturgical celebrations. The Diocese of Camden mandates the basic Religion curriculum. It provides for instruction of the traditional doctrines of the Roman Catholic Faith. The curriculum provides a comprehensive, holistic approach to understanding and reverence for human sexuality and respect for all life, consistent with Catholic values. Development of a personal prayer life and outreach to community service are important elements of the Religion program.

Celebrating the traditions such as Mass and the Sacraments of the Catholic Faith is vital in reinforcing the teachings as well as developing the child's faith. Parents are encouraged to attend Sunday Mass regularly with their children and are always welcome to join in school liturgies as well.

The Language Arts curriculum includes reading, literature, phonics, grammar, written expression, spelling/vocabulary, penmanship, and speaking and listening skills. St. Rose of Lima School utilizes flexible grouping within the classroom, so as to meet the individual needs of each student. The guideline is based on an integration of the Diocesan Curriculum and the Common Core Standards.

The Math program follows Diocesan guidelines and Common Core Standards. A particular emphasis is placed on developing reasoning and problem solving skills as well as a strong foundation in the basics. St. Rose of Lima school offers an Accelerated Math Program in grades 5, 6, 7, and 8 for those students who meet the criteria set by the Diocese.

The Science program is inquiry based which develops science process skills through hands-on experiments and activities. Curriculum is established by the Diocese of Camden utilizing the New Generation Science Standards.



The Social Studies program includes the study of history, geography, current events, cultural differences, and respect for diversity. This curriculum is also developed by the Diocese of Camden utilizing National Standards.

In addition to the basic academic curriculum, students have the opportunity to participate in several special areas of learning including Music, Art, Library, Technology, STREAM and Physical Education. Spanish is provided for all students in grades K to 8 with the goal of successfully completing a Spanish I program by the end of Grade 8.

## **Academic Probation/Academic Suspension**

A student is eligible to participate in school sponsored extracurricular activities based upon meeting all of the following academic and behavioral criteria:

- A grade of 77 & above in all major subjects
- A grade of **“satisfactory”** in all “special” subjects
- A general conduct grade of **“satisfactory”**
- A student will be put on **Academic Probation** at the midpoint progress report or the end of the marking period report card based upon a lack of fulfillment of one or more of the following academic and behavioral criteria:
  - A grade of **73 & below or “F”** in any major (Literacy, math, science, social studies and Religion) subjects
  - A grade of **“NI – Needs Improvement” or “U – Unsatisfactory”** in any “special” subjects
  - A general conduct grade of **“NI” or “U”** for all grades.

**Any student with two or more of the above conditions will be placed on Academic Suspension.**

The parents and the student will be notified by the principal when a student is placed on Academic Probation/Suspension. During this probation/suspension time, it is expected that the student does what is necessary to improve his/her academic performance or behavior to meet the eligible criteria.

School sponsored **Extra-Curricular Activities** include but are not limited to athletic sports, cheerleading, clubs and drama. The principal reserves the right to determine if a student is to be put on academic probation or suspension. All activity coordinators and coaches will be notified when a student is placed on probation and/or suspension. It is expected that all coordinators and coaches comply with the rules and terms of the policy.

**Academic Probation** is defined as a time period of four weeks which allows a student to improve his/her academic status. The student may continue to participate in the extra-curricular activity for those four weeks, with parental consent. The teacher and principal will monitor the student’s effort and progress during that four week probation period. Probation will be lifted if the criteria are met. Failure to improve to the eligible criteria will result in academic suspension. During a conference with the parent, a mutual decision may be made to suspend the child from active participation and skip the

probation from the activity. A student who is placed on academic probation for a second time immediately moves to academic suspension.

**Academic Suspension** is determined when a student fails to make the necessary improvements when he/she was placed on Academic Probation or earns a “D” or “F” in another subject. During Academic Suspension the student **will not** be able to actively participate in any extra-curricular activity for the next four weeks, including practices, games, performance preparations or tournaments. This four week suspension is meant to provide the necessary time and concentration on improving the academic status for the student to regain the eligible criteria.

The student’s status to participate in any future extra-curricular activities or the current activity will be reviewed upon the next report card or mid-point progress report of the marking period, whichever is closest.

## **Admissions Policy and Procedures**

The Diocese of Camden has a policy of open enrollment for all student registrations. We accept students who are registered in St. Rose of Lima Parish, as well as any other parish in the surrounding area. Non-Catholic students may also register for enrollment. A non-refundable registration fee of \$120 per child is due at initial registration. A re-registration fee of \$110 is due each year upon re-registration for returning students.

Kindergarten registration begins in October continues throughout the year. Please call the Advancement Office at 856-546-6166 ext. 309 to set up a personal tour or to obtain a registration packet.

Parents who wish to transfer students in from another school should call the Advancement Office at 856-546-6166 ext. 309 for information. An interview with the Principal might be set up to further discuss the transfer and acceptance policy. Please bring your child’s latest report card and any testing information to the interview.

All students must be age appropriate for the desired grade level: Kindergarten – Age 5 by September 30<sup>th</sup>; Grade 1 - age 6 by September 30<sup>th</sup> and so on.

All students must comply with state and county health regulations. Medical forms will be given at registration.

St. Rose of Lima has the right to deny admission to any student if it feels that it cannot meet the needs of that particular student or provide special services needed for that student.

## Advancement Office

In 2008, St. Rose of Lima School established the Office of Advancement. The purpose of this office is to manage marketing, recruitment, enrollment, alumni relations and fundraising of the school. The Office of Advancement supports the mission of St. Rose of Lima School and its faculty and students through developing relationships with key constituencies and through connecting the surrounding community with the school. The office phone number is 546-6166, ext. 309 and the email address is fwatson@strosenj.com.

## Arrival in the Mornings

Students are expected to arrive between 7:45 and 8:10.

The students in Kindergarten through 4<sup>th</sup> Grade will enter at the 3<sup>rd</sup> Street entrance, and proceed to their classrooms. Students in grades 5 through 8 will enter through the gym doors. If a student is bringing her/his younger sibling, they will also be permitted to use either entrance.

It is highly recommended that you use the car drop-off area on Third Avenue. This is not a parking area, please drop off your student only.

## Attendance (Diocesan Policy # 407 / # 418)

Punctual and regular school attendance is crucial for the proper educational and social development of a child. State law and Diocesan policy are very specific about required school attendance. Yearly attendance and tardiness is recorded on the student's permanent record card.

Parents are required to report their child's absence by calling the nurse's office on the day of the absence ~ 856-546-6166 ext. 305. A student who has been absent from school is also required to bring a written excuse signed by his/her parents/guardians, stating the reason for the absence. A medical certificate must accompany the note if absence exceeds three (3) consecutive days.

Students are to arrive at school between 7:45 am and 8:10 am in the morning and are considered tardy after the 8:10 am bell. If a student is late he/she will receive a **Late Slip** from the office. The child will present the late slip upon entry to the classroom.

The absence of a child for three (3) consecutive days without notification from the parent will receive a call from the school nurse to the home. Teachers will notify the principal of any student who has been absent for **10 cumulative days**.

All absences for any reason, with or without written excuses (i.e. parent/doctor note), are cumulative and subject to the Attendance Policy. Formal, written correspondence will be sent and corresponding actions will be taken at the following benchmarks:

- 5 Days Absent: Confirmation letter sent to parents/guardians
- 10 Days Absent: First notice sent to parents/guardians. Conference with parents/guardians at the discretion of the principal
- 15 Days Absent: Second notice sent. Conference with principal required
- 20 Days Absent: Third notice sent. Conference with principal required. Consideration for retention
- 25 Days Absent: May result in retention in current grade

A formal written warning notice will be mailed to the parents by the principal. After **20 cumulative days** of absence, a parent conference will be convened with the principal and possibly the teacher. If absenteeism continues, a decision to request student retention or withdrawal will be made at the discretion of the principal. Long term absenteeism, i.e. 14 consecutive school days for medical reasons, requires that the school arrange for homebound instruction under Chapter 192.

We strongly remind parents that it is their responsibility to set good examples and insist on regular and punctual attendance. School calendars are published in advance of each new school year; therefore, vacations can be scheduled accordingly. The school maintains that absence due to vacations can negatively affect the student's academic progress.

### **Lateness**

Students should be in attendance from the beginning of the day until dismissal. Students who arrive late must be accompanied by a parent who is to sign the student in at the main office. Any student who arrives after 8:10 is considered late.

Please attempt to schedule student activities and appointments after school hours. If it is necessary to pick up a student early, please send a note in advance advising the office of the time the student will be picked up.

Students must be in attendance for a minimum of 4 classes to be eligible for any after school activity (sports, drama, band, dances, etc.) however, please note that **students may not leave before 12:30 pm and participate in any school activity that day/evening.**

**Students leaving early on the last day of school for the week may not participate in any weekend school activity.**

**If a student is sick, they cannot participate in any school activity.**

## MAKING UP WORK DUE TO VACATIONS OR ILLNESS

### VACATIONS

Absences due to vacations will be counted in the total number of days absent from school. The following guidelines must be followed relative to absences that will result due to a vacation:

When vacations during the school year are planned by parents, a written notice is to be sent to the school at least one week in advance of the intended vacation. **Students will obtain their assignments upon returning to school.**

Students absent for five days or more miss a substantial amount of classwork. It is the combined responsibility of the parent and the student to ensure that missed assignments are completed.

### ILLNESS

**Grades K-8:** When a student is absent a parent or guardian may contact their child's teacher or school office for missed assignments. The parent may schedule a time to pick up work from the office or have a sibling pick up the work.

Students who are absent should check Google Classroom and check with friends about missed work.

Upon return from vacation or illness, the student will be provided time to make-up missed assignments as follows:

#### School Days Absent =====>Calendar Days to Make-Up Work

1 day student has 1 day to make up work

2-6 days student has 3 days to make up work

7 or more days student has 5 days to make up work

## Birthdays and Other Celebrations

St. Rose of Lima School celebrates each child's birthday by having him/her participate in morning prayer for a special blessing. Parents can have their child's classroom also participate in celebrating by providing treats for the classmates. We **MUST** be very concerned and aware of students with allergies and other health concerns when providing treats. The following procedures and options should be considered:

- The parent **MUST** contact the teacher 3 days prior to the celebration for approval.
- Either one of the following are acceptable ways to celebrate:
  - Notify the Duke Catering staff if you wish your child's class to select a snack during lunch time. Duke Catering will in turn provide you with an invoice for the cost of the snacks.

- Provide a snack for each child **to take home** at the end of the day. This snack **MUST** be packaged or in a zip-lock baggie for the children to take home. **CAUTION:** Be sure the teacher has approved this snack because of potential allergies and other health concerns.
- Parents are not obligated to participate in either of the above practices.

**No invitations may be distributed in school.**

## **Cafeteria / Recess Duty / Fee**

### **Recess Obligation Support Program Information**

Due to the changes in the Diocesan Volunteer Policy, we are required to restrict our program to two days of volunteers instead of three. The volunteer serving three or more days will be required to have criminal background clearances.

Each family has two options to fulfill its lunch duty responsibility:

**OPTION #1** – Each family (K-8) will be responsible to serve two **Recess** service days. You will need to complete the recess obligation form for your service according to your availability. A grandparent or other relative may serve in your place. Forms are located on line

**OPTION #2** – Each family (K-8) can opt to pay a yearly fee (due by the end of September). This will fulfill your obligation for the year.

- This yearly fee goes toward paying the two cafeteria moderators for their service in the cafeteria.
- Please be advised – unexpected closure of school will require that a family reschedules the day of service.
- If you happen to have an outside duty on an inclement day, you are still needed. On these days, the children will need supervision in the lunchroom.
- Time of Services: 10:45am to 1:00pm. There are four lunch periods. Each period begins with 25 minutes for lunch, then 20 minutes for recess.
- Adult extended family members (grandparents, aunts, uncles) may fill in for your family's duty.

### **Recess responsibility:**

- A monthly Recess Obligation Calendar will be given to you as a courtesy when it is close to your scheduled duty/duties. The calendar may also be accessed by going to [www.stroseoflimaschoolnj.com](http://www.stroseoflimaschoolnj.com)
- Please refer to the school calendar for ½ days and closures when requesting your days.
- If a conflict arises and you must cancel a duty, please call ASAP! If at all possible, please give a day or two days' notice to the school. Cancelled days will be rescheduled.

## **Change of Information/Emergency Information**

Each September parents must complete emergency information cards. Any changes to address, phone number, email should be immediately communicated to the school office.

All unlisted numbers should be specified. Be sure to clarify if a custodial guardian is not the parent of the child.

If parents are away for any reason and a child is being cared for by a relative or another adult, please inform the school office and the child's teacher. The name and phone number of this person must be on file in the office.

## **Classroom Visits**

Groups that have permission to utilize a classroom after school must wait until 3:30 pm to enter the room. This gives the teacher the opportunity to prepare the classroom for the next day. All requests for classroom use MUST be pre-approved by the principal.

## **Conduct Code**

Working with families, the school personnel hope to establish order, not regimentation, to cultivate good character traits, to form a true Christian citizen, to give ample opportunity for the development of leadership and to provide an appropriate atmosphere for educational activities. Family support is critical for this endeavor.

The behavior expected from students at school is a combination of common courtesy and safety considerations. It is unrealistic to list every possible action, however, in keeping with the above stated goals and expectations, this general code of conduct is established and full cooperation is expected.

Students should:

- Be respectful at Mass and all religious observances.
- Follow all fire drill and security procedures
- Be respectful and courteous to their classmates, faculty, staff, aides, volunteers and visitors.
- Obey all rules and regulations of the school.
- Observe the dress code.

- Be on time for school and may not leave the school premises.
- Use class time as effectively, take pride in their work.
- Be responsible for completion of all homework assignments and projects on time.
- Take care of the things given to them for their use (EG chromebook & textbooks), respect others property and the school facility.
- NOT chew gum anywhere on the school property during school hours.
- Show a Christian attitude toward one another. Therefore, fighting, abusive or foul language, obscene gestures, roughness, excessive taunting, inappropriate touching, or any similar conduct is forbidden.

**NOTE:** Any behavior not explicitly described in this handbook which is not appropriate conduct for Christian youth will be considered a violation of school conduct code and discipline policy.

Grade level expectations and consequences for violations to the code of behavior will be explained and given to students and parents at the start of each school year. Specific grade level policies and procedures will mirror the above expectations. The consequences will be developed and enforced to be age and developmentally appropriate, including time out, loss of recess, after-school detention, suspension, and expulsion if necessary. The Diocesan Non-Bullying Policy is available on the school website.

St Rose will implement a **CONDUCT CODE** for behavior. Students will be issued a Conduct Referral form (see next page) to be signed by a parent/guardian and returned to school the next day. The form will be issued for the following reasons:

- Failure to observe school rules
- Destructive to school property
- Running in Hall/Classroom
- Disrespectful to authority figure
- Disruptive to classmates
- Hitting another student
- Rude/Discourteous
- Excessive talking/loudness
- Late to class
- Improper uniform



**CONDUCT REFERRAL FORM**

|  |   |   |  |   |   |   |  |  |  |   |   |  |                                |  |
|--|---|---|--|---|---|---|--|--|--|---|---|--|--------------------------------|--|
| <p align="center"><b>CONDUCT REFERRAL</b></p> <p align="center"><b>SAINT ROSE OF LIMA SCHOOL</b><br/>         300 Kings Highway<br/>         Haddon Heights, NJ 08035<br/>         (856) 546-6166</p>  | STUDENT   | DATE  |  |   |   |   |  |  |  |   |   |  |                                |  |
|  | GRADE   | DATE OF INCIDENT  |  |   |   |   |  |  |  |   |   |  |                                |  |
|  | TEACHER   | TIME OF INCIDENT  |  |   |   |   |  |  |  |   |   |  |                                |  |
| <p><b>NOTICE TO PARENTS</b></p> <p><b>The purpose of this report is to inform you of a disciplinary incident involving the student.</b></p>  |   |   |  |   |   |   |  |  |  |   |   |  |                                |  |
| <p><b>REASON(S) FOR REFERRAL:</b></p> <table border="0"> <tr> <td><input type="checkbox"/> FAILURE TO OBSERVE SCHOOL RULES</td> <td><input type="checkbox"/> DISRUPTIVE TO CLASSMATES</td> <td><input type="checkbox"/> LACK OF FOCUS</td> </tr> <tr> <td><input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY</td> <td><input type="checkbox"/> HITTING ANOTHER STUDENT</td> <td><input type="checkbox"/> RESTLESS/INATTENTIVE</td> </tr> <tr> <td><input type="checkbox"/> RUNNING IN HALL/CLASSROOM</td> <td><input type="checkbox"/> RUDE/DISOURTEOUS</td> <td><input type="checkbox"/> EXCESSIVE TALKING/LOUDNESS</td> </tr> <tr> <td><input type="checkbox"/> DISRESPECTFUL TO AUTHORITY FIGURE</td> <td><input type="checkbox"/> _____</td> <td><input type="checkbox"/> LATE TO CLASS</td> </tr> </table> |   |   | <input type="checkbox"/> FAILURE TO OBSERVE SCHOOL RULES | <input type="checkbox"/> DISRUPTIVE TO CLASSMATES | <input type="checkbox"/> LACK OF FOCUS                  | <input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY | <input type="checkbox"/> HITTING ANOTHER STUDENT | <input type="checkbox"/> RESTLESS/INATTENTIVE        | <input type="checkbox"/> RUNNING IN HALL/CLASSROOM | <input type="checkbox"/> RUDE/DISOURTEOUS | <input type="checkbox"/> EXCESSIVE TALKING/LOUDNESS | <input type="checkbox"/> DISRESPECTFUL TO AUTHORITY FIGURE | <input type="checkbox"/> _____ | <input type="checkbox"/> LATE TO CLASS |
| <input type="checkbox"/> FAILURE TO OBSERVE SCHOOL RULES   | <input type="checkbox"/> DISRUPTIVE TO CLASSMATES | <input type="checkbox"/> LACK OF FOCUS                  |  |   |   |   |  |  |  |   |   |  |                                |  |
| <input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY  | <input type="checkbox"/> HITTING ANOTHER STUDENT  | <input type="checkbox"/> RESTLESS/INATTENTIVE           |  |   |   |   |  |  |  |   |   |  |                                |  |
| <input type="checkbox"/> RUNNING IN HALL/CLASSROOM   | <input type="checkbox"/> RUDE/DISOURTEOUS         | <input type="checkbox"/> EXCESSIVE TALKING/LOUDNESS     |  |   |   |   |  |  |  |   |   |  |                                |  |
| <input type="checkbox"/> DISRESPECTFUL TO AUTHORITY FIGURE   | <input type="checkbox"/> _____                    | <input type="checkbox"/> LATE TO CLASS                  |  |   |   |   |  |  |  |   |   |  |                                |  |
| <p><b>ACTION AND RECOMMENDATION(S):</b></p> <table border="0"> <tr> <td><input type="checkbox"/> HELD CONFERENCE WITH STUDENT</td> <td><input type="checkbox"/> CHANGED STUDENT'S SEAT</td> <td><input type="checkbox"/> REMOVED STUDENT FROM CLASSROOM</td> </tr> <tr> <td><input type="checkbox"/> DETENTION WITH TEACHER</td> <td><input type="checkbox"/> TELEPHONED PARENT</td> <td><input type="checkbox"/> PARENT CONFERENCE REQUESTED</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> _____</td> </tr> </table> <p><input type="checkbox"/> If a (✓) is entered in this box, Parents please sign and return _____</p>   |   |   | <input type="checkbox"/> HELD CONFERENCE WITH STUDENT    | <input type="checkbox"/> CHANGED STUDENT'S SEAT   | <input type="checkbox"/> REMOVED STUDENT FROM CLASSROOM | <input type="checkbox"/> DETENTION WITH TEACHER         | <input type="checkbox"/> TELEPHONED PARENT       | <input type="checkbox"/> PARENT CONFERENCE REQUESTED | <input type="checkbox"/> _____                     |   |   |  |                                |  |
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| <input type="checkbox"/> _____   |   |   |  |   |   |   |  |  |  |   |   |  |                                |  |

WHITE – PARENT'S COPY

YELLOW – OFFICE COPY

PINK – TEACHER'S COPY

FORM SP73D SCHOOL SERVICE, INC. (800) 747-9549

**Communication from the School**

It is important that all lines of communication be open for the benefit of your child's welfare and education. Please utilize our e-mail system to contact teachers, staff and administration. **Please allow at least 48 hours for a response.** If it is an emergency, please call the school office and leave a message for the person you would like to contact.

The principal utilizes a BLUE/GOLD Memo to communicate with our families. That memo will be sent via **e-mail on the first weekend of the month.** There is also a Weekly Wrap Up on Sunday evening. That memo and all related documents will also be posted on the web-site for easy access. There is a SEARCH BOX on the site to direct you to all documents posted in the past.

If a room parent, coach, activity leader, etc. wishes to send home a letter/flyer to a particular homeroom or group of students, the materials must be submitted to the principal via the office staff for approval by noon on Monday of the week it is to be sent out. If a particular announcement is to appear in the BLUE/GOLD MEMO it must be submitted to the principal.

## Curriculum and Instructional Methods

The curriculum at St. Rose of Lima School follows the guidelines set by the Diocese of Camden, the State of New Jersey, and National Standards. Methods of instruction are determined in light of the philosophy and mission of the school. Teachers use a variety of strategies to address the needs of each child as best as possible. They strive to create an atmosphere in which each child can feel secure and confident, thereby achieving optimum learning potential. Inherent in all of this is the belief that opportunities for living and learning our Catholic faith are integral to every aspect of school life.

## Dismissal Procedures

Students are to provide a note to their teacher and to the office personnel if the normal dismissal procedures are to change for any and all given days. This includes but is not limited to early dismissal, late arrivals, doctor appointments, changes in person picking your child up or whom they can/cannot go home with at dismissal.

If you are picking up your child at dismissal, we encourage that you park your car on the street, in the CVS parking lot and walk to Third Ave. school yard where your children will be dismissed. Children should not be wandering through the parking lot or meeting you off the premise of the school. **Cars may NOT stop or park in front of the school or in the drop-off area.** Please be aware of no parking areas around the school.

If for some reason you are running late for dismissal, please call the school office and inform the secretary as to the expected time of your arrival. Your child will be kept in the school with supervision until 2:45 pm. If your child is not picked up by 2:45 pm, he/she will be sent to the Extra Care Program and you will be charged for the service.

If you are changing your child(ren)'s **Extra Care Schedule**, please send a note with your child in the morning. **All phone-in changes must be called in by 2:00 pm.** If it is after 2:00 pm the parent will be directed to pick-up his/her child at Extra Care and will be charged for the service. Calling before 2:00 pm allows for the staff to notify teachers, your child, and the Extra Care Staff in sufficient time for dismissal.

### Dismissal Procedures

Kindergarten, 6-8 dismiss through main door on Third Avenue

Grades 1 and 4 dismiss through the doors on Kings Highway.

Grades 3 and 5 dismiss through the door near the playground on Third Avenue.

Grade 2 dismisses through the side door facing the church.

Any student who cannot be picked up by 2:30 pm should be enrolled in the ExtraCare Program. All changes for dismissal must be reported to the homeroom teacher and office in writing. A student will not be permitted to leave with another child unless a written note is sent to school. In the event of an emergency, please phone the school office before 2:00 pm.

- Students in Grades K-4 are expected to stay with their teachers until a parents/designated contact or older siblings informs the teacher that they are taking the student.
- Students should **NOT** be waiting in the ROSE GARDEN, CVS Parking Lot, or Shops across Kings Highway for a later pick-up. The school cannot be responsible for students waiting in these areas without supervision.
- Please be VERY aware of the parking and Non-parking areas around the school property.
  - No parking in areas where the curbs are painted yellow.
  - Park 30 ft. from intersections and stop signs.

## Bicycles

Students in Grades 3-8 may ride their bicycles to school with parental permission. The student MUST wear approved safety helmets and be able to securely lock the bike to the rack in the school yard. Helmets should be brought inside the building. Parents should review all NJ Bicycle Laws with their children; the school is not liable for injury or property loss. Students may not bring or use skateboards or roller blades to school.

## Early Dismissal

A child who must be dismissed early must bring a note stating the time and reason for the early dismissal. The note must also identify the person who will be picking up the student. The note must be signed and dated. The adult picking up the student must come to the main school office to sign out the child. E-mails to the child's homeroom teacher are acceptable but not recommended. Students leaving early will be marked as having early dismissal on attendance records. The names and phone # of any and all adults responsible for picking up your child should be written on the emergency card. If an emergency situation happens and you are sending a person who is not on the emergency card, Please notify the office of this information. Your child(ren) will not be released unless you have notified us. Upon arrival the office staff will ask for a picture ID that will be copied and kept on file.

Please avoid early dismissals for doctor and dental appointments by scheduling them on school holidays or at a time outside of the school day.

Students who leave school before 12:30 will be marked as an early release for the day.

## Dress Code Guidelines: 2022-2023 School Year

All students are to be in complete uniform on all school days unless the day has been designated a “Dress Down” or “Falcon Friday.” All students attending St. Rose of Lima School are to purchase uniforms from **Risse Brothers Uniform Company**. Purchases through Risse Brothers ensure all uniforms will be regulation with correct logos, styles, colors, etc. Risse Brothers is very generous and donates 10% of every sale back to the school. *(Please note that shoes, socks, tights, and belts are also available at Risse Brothers, but these items can be purchased anywhere, as long as they meet uniform requirements.)*



901 E. Clements Bridge Road, Unit 3B  
Runnemede, NJ 08078  
Ph: (865) 751-7671 [Risse Brothers Website](#)

### The Uniform Schedule

**Summer Uniform:** September through mid-October, AND mid-April until the end of the school year.

**Winter Uniform:** Mid-October through mid-April. In order to ensure that students are comfortable, dates will be determined based on average outdoor temperatures and will be shared with families once they have been determined.

#### Girls' Winter Uniform

#### Boys' Winter Uniform

##### **Grades K-4**

- White short/long sleeved “Peter Pan” collar blouse
- St. Rose plaid jumper with logo (split front)
- Navy slacks (optional) with brown or black belt
- Navy crew neck cardigan sweater with logo
- Navy opaque or ribbed tights or knee socks

##### **Grades K-4**

- White short/long sleeved polo shirt with logo
- Navy or grey twill pants
- Brown or Black belt
- Navy, black or white socks
- No tie required

##### **Grades 5-8**

- White short/long sleeved button down collar blouse
- St. Rose plaid skirt **\*\*Hem no shorter than 2” above knee**
- Navy crew neck pullover sweater with logo
- Navy slacks (optional) with brown or black belt
- Navy opaque or ribbed tights/knee socks
- 8<sup>th</sup> Grade girls can opt for a V-neck sweater with logo

##### **Grades 5-8**

- White or blue short/long sleeved dress shirt
- Navy or grey twill pants
- St. Rose plaid tie (5,6,7) (Grade 8 choice)
- Navy Blazer with logo patch (6,7,8 only)
- Navy, black or white crew socks
- Black or brown belt

#### Summer Uniform

##### **Grades K-8 Girls and Boys**

- Embroidered white short-sleeved polo shirt
- Navy twill skort or walking shorts for girls
- Navy twill walking short for boys
- Solid White athletic socks

#### Gym Uniform *(Once per week)*

##### **Grades K-8 Girls and Boys**

- St. Rose of Lima logo navy t-shirt
- St. Rose of Lima logo navy gym shorts
- St. Rose of Lima logo navy sweatshirt
- St. Rose of Lima logo navy sweatpants
- Solid White athletic socks

### Footwear for all Students

**Winter Uniform and Mass Days:** Shoes are to be solid black or dark brown – Tie/Velcro/buckle shoes. Saddle shoes are acceptable for girls. Shoes should be sturdy and appropriate for school. ***(Sneakers, Sandals, open toe, open back, crocs, boots, loafers, canvas shoes, boots and slip-on shoes are NOT permitted.)***

**Summer Uniform and Gym Uniform:** Solid white or solid black sneakers.

## General Appearance

- Students are to come to school clean and in neatly groomed attire.
- Girls' hair must be appropriately styled, cleaned, well groomed, and of natural color.
- Girls' hair bands are to be the matching uniform style, or solid navy, black, brown or white.
- Large ornamental flowers/attachments are not appropriate.
- Girls' jumpers and skirts are to be no more than 2 inches above the knee.
- Boys' hair must be cleaned, trimmed, of natural color, and styled so that it is not below the eyebrows, not fully covering the ears, and is to be above the top of their collar. No designs may be shaved in their head.
- Girl's small pierced earrings are permitted: post or small hoops less than the diameter of a nickel (only one earring per ear, on the earlobe).
- No earrings for boys.
- No dangling earrings.
- No large necklaces, bracelets, or chokers are to be worn. Students are permitted to wear a religious medal or cross, a watch (smart watches must be kept in the student's cell phone bag during the school day), and one small ring.
- Only clear nail polish is permitted. Artificial nails are not permitted.
- No make-up is to be worn, including colored lip-gloss.
- No temporary or permanent tattoos or body piercing are permitted.
- Shoes and sneakers must be tied at all times (or Velcro attached).
- Shirts and blouses are to be tucked in at all times.
- Sneakers must be solid white or solid black.
- Solid white socks (ped or ankle high) must be worn with sneakers.

**The school reserves the right to determine the inappropriateness of dress, hair, or other deviations from the dress code. Notices will be sent home if a child is in violation of the proper dress code.**

## Falcon Friday Dress Code

On "Falcon Fridays," students are encouraged to show their school spirit by wearing Saint Rose "Spirit Wear." These items include:

- Saint Rose gym uniform
- Saint Rose gym uniform t-shirt or sweatshirt w/ jeans or track pants
- Saint Rose long sleeved t-shirts (available through school Spirit store)
- Saint Rose short sleeved t-shirts (available through school Spirit store)
- Saint Rose warm ups (worn by most athletic team members)
- Saint Rose pink or navy sweatshirts or any other spirit wear apparel with the Saint Rose logo on it

**Please Note:** Saint Rose flannel pajama bottoms or tight fitting spandex are not considered appropriate dress for school on Falcon Fridays.

## Dress Down Days

Unless otherwise noted, on these days, students can wear jeans, (regular fit), sneakers/socks, appropriate t-shirt, collared shirts, blouses or sweat shirts, gym uniforms, or other appropriate clothing. (No open back, low front blouses, tank tops, spaghetti strap or tube tops are to be worn). If dress down coincides with the warm weather uniform times, **only uniform shorts may be worn with alternate tops**. Sandals, crocs, or clogs may not be worn.

## Emergency Drills

One fire drill and one lock down drill will be conducted monthly. Such drills are necessary for the safety of the students and are required by law. All persons, including visitors, parents, and volunteers, within the school building, must cooperate with the drills and follow the procedures each drill demands.

Similar drills will be conducted as needed in order to promote a healthy environment in the school building. Such drills could include lock-out, lock-downs, evacuation and shelter. All are expected to cooperate.

## Emergency Information

The school makes every attempt to keep emergency contact information current and up-to-date on each student. If at any time there are changes made to this information, please contact the teacher as well as the school office with these changes. All address, phone number, and e-mail contacts should be on file and current.

Parents are requested to name two alternate persons, (other than themselves) as an emergency contact for their children. In the event of an emergency, every attempt will be utilized to contact the parent first before calling the other emergency contacts. This information must also be current.

Parents will also indicate by name and relationship any persons who are authorized to take your children from the school. It is vital that you inform the school principal if a court order restricts/prohibits their child from contact with other parties. It would also be vital that the school be informed of any court ordered arrangements regarding the pick-up schedule or visitation schedule if it involves school time.

## Evaluation Process

Students are evaluated using several methods. Regular testing and drill provide feedback on the mastery of subject matter. Expectations are set in light of a child's ability to learn.

STAR testing will be administered 3 times a year to all grade levels.

Student academic progress is tracked using the online database system known as **FACTS Student Information System**. Please allow a period of seven days for grades to be posted. It is strongly advised that parents check their child's progress at least weekly. Long term projects, writing or research papers may take longer to grade and post.

Students will receive report cards four times a year. Teachers/Parents should be in regular contact with each other if a child is struggling with academic performance. Please feel free to contact the teacher if you have any questions or concerns regarding grading. A mandatory Parent/Teacher conference is held

at the end of the first marking period. Additional conferences can be arranged at the request of the teacher, principal or the parent.

Kindergarten teachers will hold both Fall and Spring conferences with parents concerning the progress of their children. However, please feel free to contact the Kindergarten teacher at any time.

The following scale is used for students in **Kindergarten**:

- C** Consistently Observed
- S** Sometimes Observed
- N** Needs Practice and Support
- N/A** This skill was not assessed during this marking period
- E** Emerging Skill

The following scale is used for students in **grades 1 & 2: Major Academic Subjects**

- E** Growth is self-motivated, exceeding grade level expectations
- G** Growth exhibited to build knowledge and skills, meeting grade level expectations
- P** Early stages of development, progressing toward grade level expectations
- I** Initial stages of development, needs assistance

#### **Minor Subjects ~ Special Subjects**

- E** Exceeds grade level expectation
- P** Passes grade level expectations
- F** Fails grade level expectations
- N/A** Not assessed
- M** Modified Program

Report Cards in grades K, 1 and 2 are progress in nature and reflect the emerging growth of the child. This approach to grading should not be paralleled to an A, B, C or numerical percentage system.

#### **Students in grades 3-8:**

Numeric grades are assigned in all Major Academic Subjects 69 and below is a failure.

#### **Minor Subjects ~ Special Subjects**

- E** Exceeds grade level expectations
- G** Good
- S** Satisfactory
- NI** Needs Improvement
- U** Unsatisfactory
- NA** Not Assessed
- M** Modified Program

St. Rose of Lima Schools recognizes student performances utilizing an Honor Roll system for students in grades five through eight. This certificate is based on the student's overall performance noted on the report card.

**First Honors:** Grades in all subjects ranging from 93% and above  
**Second Honors:** Grades in all subjects ranging from 85% and above  
**Principal's Effort:** Grades in all subjects ranging from 81% and above

Students must also have at least an "S" in all minor subjects, general conduct and work habits to qualify for Honors.

Each report card subject grade reflects a wide range of student experiences including but not limited to: Oral participation, attentiveness, cooperation, homework, class assignments, test, quizzes, projects and quality of work.

## **Extra-Curricular Activities**

Students are encouraged to participate in a variety of extra-curricular activities. Each of these extra-curricular activities has its own set of qualifications and guidelines. Student participation in these activities may be limited or restricted based on poor academic achievement. Guidelines outlined in each of these programs will be enforced by the school at the discretion of the principal in conference with teachers and parents.

Participation in Non-School activities that occur during school hours is highly discouraged. If students must miss academic class time to participate in such activities, it is understood that all required work and assignments are completed in a timely manner. Students will not be excused from homework, projects, or tests due to activities beyond the academic program.

**If students are absent from school, or are sent home ill prior to 12:30 pm, they may not participate in school related activities after school or in the evening; or the weekend if the absence occurs on the last day of school of that week.**

### **EXTRACARE PROGRAM**

St. Rose Extra Care Program strives to create a safe and enjoyable atmosphere for the children who attend our school in grade K-8. The program is designed to meet the needs of working parents while allowing your children to play, work, and enjoy various indoor and outdoor activities under the direction of dedicated staff. The program will operate only on the days that school is in session.

**Family Registration Fee** --- There is a registration fee for each family. Please visit the school website for registration forms. Please see the Extra Care Registration and Procedure forms for Extra Care fees.



**Before School Care:** 7:00 am to 7:45 am

**After School Care:** 2:30 pm – 6:00 pm, on half days aftercare is provided from 12:00 pm – 6:00 pm

**Emergency Use for NON-REGISTERED STUDENTS is \$30.00 per day per child.**

There is an expectation of cooperation regarding student behavior and parent responsibility for financial obligations and pick-up procedures. Failure to cooperate may result in dismissal from the program.

### **Changes regarding EXTRA CARE**

If you are changing your child(ren)'s Extra Care Schedule, please send a note with your child in the morning. All phone-in changes must be called in by 2:00pm. If it is after 2:00 pm the parent will be directed to pick-up his/her child at Extra Care and will be charged for the service. Calling before 2:00 pm allows for the staff to notify teachers, your child, and the Extra Care Staff in sufficient time for dismissal.

## **Field Trips**

Field trips provide students with additional learning experiences. Parents will receive information in advance regarding the activity and the cost. Permission slips will be sent home prior to each trip and must be returned to school before the trip in order for a student to be able to participate in the trip. Only the school form will be accepted as evidence of permission. A verbal permission via telephone is not acceptable. A child is marked absent if he/she is not in school or with the class-sponsored activity. St. Rose of Lima School reserves the right to withdraw a child from the field trip if his/her behavior warrants it.

Please note the following:

1. Students must go to and from the field trip with the class.
2. Students must complete the school day after returning from a field trip.
3. Checks should be made payable to St. Rose of Lima School.
4. Siblings are not permitted to attend trips.

### **Chaperone Responsibilities**

Parents are invited to accompany class trips for the purpose of assisting the teachers with their responsibility to ensure a safe and productive experience for the students.

If the trip has limitations on the number of chaperones, the teacher will rotate the use of different chaperones or have a lottery for selecting chaperones.

In accepting this invitation, parents agree to the following:

- Each chaperone will be responsible for its designated group (not just his/her own child) at all times during the trip.
- Switching of groups on the part of students or chaperones is not permitted.
- Chaperones will accompany students to the bathroom, gift shop, etc.
- At mealtime during the course of a trip, chaperones will sit with their groups and direct the students during the clean-up period to ensure that the area is left clean.
- Chaperones will make other arrangements for siblings, who are not permitted to accompany parents on the class trip.
- Chaperones' dress should be in accordance with the students' dress and type of activity.

## Fundraising

The Advancement Office oversees all fundraising activities and procedures at St. Rose of Lima School. The Advancement Office works together with the various school groups to establish fundraising activities that would be beneficial to Saint Rose of Lima School. The Advancement Office has established the St. Rose of Lima Annual Fund. This Fund is our annual giving campaign which supports the St. Rose of Lima School operating budget. The other main voluntary fundraising activities at the school are the Christmas Bazaar, Golf Outing, and Laps for Learning as well as additional smaller fundraising activities.

## Graduation Policy

### **Academic Policy:**

Completion of the program of studies necessitates at least a "D" average in all subjects. A failure in any academic area will result in the student's attendance in a summer school program and possible exclusion from participation in graduation activities.

### **Financial Obligations:**

All financial obligations including but not limited to tuition, fees, etc. **MUST** be paid in full by May 30<sup>th</sup>. Failure to adhere to the terms of the financial agreements may result in possible exclusion from participation in graduation activities.

### **Textbook Policy:**

All students will be required to turn in all school owned textbooks and library books by June 1st. Students will be responsible for the cost of any lost or damaged books prior to graduation activities.

## **Harassment**

St. Rose of Lima School will not tolerate any form of discrimination or acts of harassment of its employees or students on the basis of age, race, color, national origin, sex, religion, disability or any other protected status. All employees and students are responsible for ensuring that the school is free from all forms of harassment.

### **Harassment Defined**

Harassment is any unwelcome verbal or physical conduct directed at an individual based upon age, race, color, national origin, sex, religion, disability or any other protected status which disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile working environment.

### **Examples of Harassment**

Harassment includes the use of insulting epithets or nicknames; the display of insulting or offensive cartoons, pictures, slogans, symbols or gestures; texting or other electronic communications and intimidation through physical violence or threats of such violence.

### **Sexual Harassment**

Sexual harassment is a type of harassment which refers to any unwelcome sexual attention, sexual advances, request for sexual favors and other unwelcome verbal, visual, or physical conduct of a sexual nature directed to an individual because of gender. Sexual harassment includes conditioning employment or employment decisions upon granting of sexual favors. It also refers to unwanted and unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; and the display in the work place of sexually suggestive objects or picture.

## **Health Services**

Through state funding and school subsidy, a nurse is available at St. Rose of Lima School five days a week. In addition to providing emergency treatment, the school nurse monitors the records for physical exams and immunizations, which are required by law. The nurse is also responsible for screenings at designated grade levels for hearing, sight, and scoliosis.

In accordance with New Jersey State Laws, immunizations must be current.

New students to St. Rose School must have a physical before admission. All forms are available on the school website under Parent Connection > School Nurse. These forms should be on file at the school by the first day of school. All Kindergarten students and Grade 6 students must have a physical before starting the school year.

All students in grades 6, 7, and 8 **MUST** have a **SPORTS PHYSICAL** on file annually in order for the student to participate in practices and games. Concussion and cardiac awareness policies can be located on the website in the Programs Tab > Athletics. The sports physical can be utilized as the required 6<sup>th</sup> grade physical for your child.

Please notify the school nurse of any existing conditions that may present themselves during the school day. All health concerns and restrictions must be noted on the student's medical record. These records are confidential.

Parents are asked to keep students at home when they show symptoms such as vomiting, skin eruptions, diarrhea, eye irritations, severe headache, chills, fever, head lice or earache. A runny nose and /or constant coughing is also cause to give the student a day of rest.

We will follow all CDC, state, county health department and diocesan directions regarding any pandemics.

School personnel cannot give any medication whatsoever. Medication may be administered only on the written order of a physician and parent to be given by the nurse. A medication permission form is available upon request from the nurse's office. Any such medication must be in its original container showing correct dosage and the child's name. The prescription must be current and the instructions clear.

Please take special note: No Aspirin or Tylenol can be given out by the school nurse or any member of the faculty or staff except as noted above as part of a physician's treatment. No student can, under any circumstance, take medication on his / her own. He/she cannot carry it with them at any time. Cough drops are also not permitted because they are considered a form of medication.

Sanitary supplies are available in the Nurse's Office. Reassurance and assistance can be provided to our young ladies.

## Homework

Generally, students have homework each night appropriate to the grade level of the student. The length, number of subject areas, and policies regarding homework on weekends or holidays varies from grade to grade. Each teacher explains the details of the homework policy to parents each year at the class meeting in September. Where students have several teachers, there is an attempt to coordinate homework policies. Homework is a means of reinforcing the material that students have been learning in class and a way for teachers to assess students' understanding of concepts and skills. It is expected that every child completes all assignments, even when absent from school.

Teachers will post homework assignments, scheduled projects, assignments, and tests weekly on **FACTS Student Information System or Google Classroom**. Parents are encouraged to check for weekly assignments and the schedule of tests to assist their children in managing time and preparing for assessments.

## **Jr. High Absentee Policy (Grades 6-8)**

It is our belief that if a student is absent from school, due to illness, the student should spend that time out of school recuperating and building strength and stamina to return to school and normal activities. In addition to this belief, the daily rigorous schedule and the use of lockers prohibits teachers and other students from gathering the appropriate assignments and books for another student who is absent. Knowing that you share in our belief of the importance of these assignments, the following procedure has been agreed upon by all the junior high teachers and will be implemented immediately:

### **Absences:**

- The students should check Google Classroom for missed assignments and are responsible for completion.
- Parents may request that books be sent to the office for pick up. Please contact the office directly to schedule.
- If the student will be out for an extended period of time, the parent should e-mail the teacher and work out a plan of action.

### **Known Absence:**

- If a student / parent is aware of an absence on the next day due to medical procedures, visits to high schools, or other such occasion, the student should inform the teacher. They should also bring home the necessary materials to do their homework which is posted on **Google Classroom**.

## **Illegal Substances**

Cigarettes, drugs, vape pens, and alcohol are forbidden. Students can not possess, use, transmit or be under the influence of any illegal substance on the school grounds, on school/activity buses, or at any school-related activity. Violations of this policy will be handled in accordance to the directives stated in Diocesan Policy, which states that students who possess, consume, buy or sell drugs or alcohol and/or be suspected of possession, consumption, buying or selling will be referred immediately to the school administration for appropriate action, including disciplinary sanctions.

## **Illness or Injury**

Parents should instruct their child to report all illness and injuries to their teachers or adult supervisors. All reported or observed incidents will be referred to the school nurse if on the premises. The nurse will provide appropriate care and determine the health status of the student.

If a student is determined to be too ill or injured to return to class, the parent or designated emergency contact person will be notified. The parent or designee is then responsible for making proper arrangements for subsequent care/transportation. The student will not be permitted to walk home. The students will be held under the supervision of the nurse until the parent/designee arrives. Regular sign-out procedures will be followed.

In the case of illness or injury when the nurse is not on the premises, appropriate care will be determined by the trained staff/administration and the parent /designee will be notified if warranted.

If the child is injured on the school property, during school hours or a school sponsored activity, insurance claim forms are available from the school office. This is excess coverage; your personal insurance coverage must be used first for medical treatment of a school related injury. This policy covers out-of-pocket expenses and co-pays if deemed appropriate. Forms must be completed and submitted to the school within 90 days of the incident.

Parents have the responsibility of notifying the nurse and school office if a home injury has occurred and restrictions are in place. A doctor's note is required to be excused from gym class or other activities. A follow-up note is required to clear a previously restricted student for return to activity.

Students with casts and/or crutches will be accommodated to promote a prompt return to class.

Parents of student-athletes must communicate with the coach about injuries and the current medical status in regards to participation. Coaches will have basic first aid supplies on hand; only a coach/adult can access supplies. (See Athletic Handbook for more information concerning sports related injuries.)

## **Late Arrivals**

Drop off for students can begin at **7:45 am**. Students are considered late after **8:10 am**. The homeroom period begins at 8:10 until 8:20. This 10 minute block of time is meant as a time to get organized, take lunch orders, collect papers, and get ready for the first period of the day. When your child/children are late for school, it disrupts the start of the day for them and their teachers.

**If a child arrives after 8:10, a parent/guardian should enter the building to sign his/her child in at the office.**

## **Library/Media Center**

The library/media center is used for finding materials for classroom use and research, and selecting books for enjoyment. It is a quiet place conducive to studying or reading for pleasure. Students using the computers in the library/media center must be in compliance with the internet user policy.

The student must return books on the due date, or he/she will not be permitted to select another book. Payment for lost or damaged books is required.

## Liturgical Celebrations

St. Rose of Lima School students and faculty celebrate the Eucharist many times throughout the liturgical seasons. These celebrations are listed on the monthly calendar and parents/grandparents are always welcome to join us.

Students also have the opportunity to receive the Sacrament of Reconciliation two times throughout the school year. Each grade, three through eight, is assigned two opportunities for Reconciliation.

## Lost and Found

Be sure to identify all of your child's belongings, including articles of clothing with his /her name to avoid loss. Book bags, lunch boxes, and all school materials should also have the child's name on the inside of these items. Inquire at the school office for the location of the lost and found.

## Lunch

Students can bring lunch or can purchase lunch through **DUKE Catering**. Packed lunches should be in a sturdy container or lunch bag labeled with the child's name. Please pack a healthy lunch, drink and napkins for your child. Drinks may include water, juice and/or milk. Soda or "High Power Drinks" are not permitted. NO GLASS CONTAINERS. Snacks should be nutritious and healthy. Knives and sharp utensils are not permitted. Candy is not appropriate. Lunch can be ordered daily, weekly or monthly through Duke Catering.

**DUKE Catering** is the food service program at St. Rose of Lima School. Their web site is [www.dukecatering.com](http://www.dukecatering.com).

The menu, ordering forms and credit card authorization sheets are provided on the school web-site at

**Parent Connection / Lunch Program.**

**Please check the web-site under Family Connection for the details of the lunch program.**

## Outside Collections

No student / parent is permitted to make a collection of money or sell any materials for his/her own purpose or for any cause or organization outside the school.

## Parent/Teacher Communication

It is important for parents and school personnel to be in communication with one another. There are provisions for formal conferences at the time of report cards. In addition, school personnel will initiate phone calls and/or written communication throughout the year as necessary.

Parents are encouraged to do the same. If you wish to speak to anyone concerning your child, please send a note or leave a message at the school office. Questions regarding academic progress or other concerns in the classroom should be discussed with your child's teacher. If there is need for further discussion, an appointment can be scheduled with your child's teacher and/or the principal. Each teacher can also be contacted through e-mail. Please allow at least a 48-hour response time.

Proper protocol in the sequence of communication is essential. If you have a concern about your child's progress or classroom related issues, initial contact should be made with the teacher. If necessary or if the situation/concern is broader than the classroom, an appointment can be made with the principal by contacting the school office to set up an appointment. The principal is also available via e-mail. Students are also encouraged to speak directly with their teachers and are welcome to speak with the principal or vice-principal at any time.

**Gossip/Rumors can be very dangerous and disruptive to a school community. If you hear gossip or rumors about anything you believe impacts the health and welfare of the school community or anyone in that community, please contact the principal within the school for clarification and understanding.**

## Playground/School Yard

At lunch / recess an adult volunteers and two teachers are on duty. Students cannot bring their own play equipment; Play equipment is provided by the school. The playground is not supervised after school. Parents may supervise their children in the playground until the aftercare students are scheduled for play. Playing and running around immediately after school is prohibited due to the large number of students gathering in the school yard. Games at lunch time are at the discretion of the adult monitors. Use of the playground equipment is scheduled each day for students in grades K to 5. All rules and regulations are to be followed for the safety of all children.

**Parents other than those scheduled for duty should not be on the school property during recess time. Please come into the school if you must deliver a message to your child(ren).**

Students in grades 6, 7, 8 have the option of attending study hall, library, tutoring or group meetings during their scheduled recess time on Monday through Thursday. All students have outdoor recess on Fridays. Students must sign-up for activities other than recess and must attend that activity.



## Promotion and Retention

A student is promoted if he/she has successfully completed the requirements of the grade. Students can be retained in grades K-8 by the principal in consultation with the teacher and parents if any of the following conditions exist:

1. Student has not adequately completed the grade work;
2. Student is socially, emotionally, or physically immature;
3. Excessive absence may be a determining factor in connection with the above items.

Policy recommends that by the end of February if possible, but no later than the third report card, that the school notifies parents of a student who reflects any of the above conditions.

In cases where parents object to a student's retention, the final decision rests with the school principal with regard to keeping the child in the school. Alternate arrangements may be necessary for the benefit of the child.

## PTA (Parent/Teacher Association)

Every parent is a member of the PTA. The Saint Rose PTA is an active volunteer group dedicated to building community among parents/ guardians and providing support of our educational programs. All are welcome to participate in its activities. Meetings are held monthly with the executive board. Fall and spring general meetings are held in order to keep the parents informed of activities, events, policies, and procedures that are in place or are being introduced to the parents.

While needs vary, parents are encouraged to help in these areas as well as others: lunch room, library aides, book fairs, special events including the Christmas Bazaar, Golf Outing, and Laps for Learning, as well as other activities and events. Please contact the PTA president and/or committee chairperson if you wish to donate your time and skills to make the school a better place for your children.

St. Rose of Lima School PTA organizes and conducts several Fund/Fundraising events and activities throughout the school year. All activities must have the principal/pastor's approval. All school policies are to be enforced and supported by the PTA. Parental supervision is required during these activities and events.

In accordance with the Memorandum of Understanding with the local police department (Haddon Heights) and the Diocesan Chaperone Policy, the principal and the pastor of the school/parish have the authority to regulate all guidelines for field trips and child-centered activities. The school and its administration have the obligation and responsibility to make and maintain a safe environment for the children. The consumption of alcoholic beverages is prohibited during any and all activities that are child-centered; i.e. Trunk or Treat, Father/Daughter Dance, Class Trips, etc.

## Request to Review Records

Parents may request to review the records of their children by calling or sending a note to the school office to make an appointment to review your child's records.

**FACTS Student Information System** is a data based record-keeping program available to all parents. Parents can monitor their child's progress, attendance, and assignments by logging on to the program. The school will distribute user ID and password to each parent for easy access to this information.

If for any reason you lose or misplace your password, due to security issues the school does not have access to your password. You must request a new password directly from the log-in page of *FACTS/RenWeb*.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If not informed otherwise in writing, the school understands that both parents have custody and access to student records.

## Re-Registration

Re-registration is held in January. Please check the school website calendar for specific dates.

The following procedures are followed during the re-registration process:

1. A re-registration packet will be sent home with the youngest child in the family.
2. A \$110 registration fee for each child will be due upon re-registration for returning students; this is a Diocesan set fee that is used to cover Diocesan expenses such as insurance, communications, etc. A \$120 registration fee is required for new students.
3. You must complete all forms and return them to school in the folder provided with the registration fee.
4. All financial obligations must be fulfilled by May 30<sup>th</sup> of the current school year in order to hold a place for the student in the next grade.
5. Please notify the principal in writing if your child(ren) will not be returning.

## Sacramental Preparation

Sacramental preparation is scheduled through the Office of Religious Education. Typically children prepare for the Sacraments of Reconciliation and the Eucharist in second grade and for the Sacrament of Confirmation beginning in seventh grade with reception in ninth grade. Questions concerning the Sacraments may be addressed to the Office of Religious Education at 856-546-9326.

## School Board

St. Rose of Lima School is sponsored by a single parish and is governed by the pastor of St. Rose of Lima School in conjunction with the school board and the principal. The pastor and principal are members of the executive committee of the school board. The St. Rose of Lima School Board is a board of limited jurisdiction. Its purpose and duties are to assist St. Rose of Lima School and to advise the school in developing and evaluating policies under which the school and its various programs are administered. Drawing upon the expertise of others, the board assists the pastor and principal with data and strategies needed for the school's development. The board is involved in general policy-making in keeping with the policies of the Office of Catholic Schools of the Diocese of Camden. No more than one third of the board's membership can be parents of current students.

## School Closings/School Messenger

In the case of extraordinary circumstances such as extreme weather, equipment failure, or other crisis, it could be necessary to cancel school. We will utilize our School Messenger phone and e-mail system. We will also use the website to post information.

Please do not call the school office or the parish office.

**School Messenger** is a telephone/e-mail broadcast system that enables our school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The principal utilizes School Reach to e-mail each family the Blue-Gold Memo and the Weekly Wrap Up. Please contact the office if your e-mail or phone contacts change. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by **School Messenger**, which specializes in school- to-parent communications.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the principal or another school administrator. The service will deliver the message to both the people answering the phone and answering machines. No answers and busy signals will automatically be retried twice in 15 minute intervals after the initial call. The system can also be utilized

to send blast e-mails to households. It is important for you to update telephone/email information with the school office to ensure prompt delivery of such messages.

Should school be in session when inclement weather begins, the parent / designees will need to pick up his/her child(ren) by following the proper sign out procedures. Students who walk or ride bikes to school must also be picked up at the school for safety reasons.

No student will be allowed to leave school with anyone other than the parent or persons indicated as authorized on the emergency card. Please be sure to update through the school office all addresses, phone numbers, and authorized pick-up persons on your child's emergency card.

## Security

The school follows emergency and security regulations as recommended by local and county agencies. Fire drills, lockdowns, and emergency evacuations are practiced monthly. Students, staff, and all visitors are expected to participate and cooperate during these drills.

All external doors to the building are locked at all times. No one, including students, staff, or visitors should open the doors for anyone. The front door on Kings Highway is to be utilized during school hours for all visitors, parents, etc. All visitors, including parents, are required to sign-in at the office and **MUST** wear the appropriate **VISITORS PASS** when in the building.

Parents/ designees dropping **BEFORE CARE** students and /or picking up students from **AFTER-CARE** are to utilize the designated door back by the playground on Third Ave.

Parents picking up students participating in afterschool **Athletic Programs** are to do so at the exterior gym doors only.

Students staying after school for detention, extra help, tutoring, drama, dance, or other programs will be dismissed by the teacher/leader at the front entrance of the school.

**At no time after school hours should students, parents, or visitors be wandering through the building. All should remain in the designated area of the activity in progress.**

Your child's safety and the safety of all staff and visitors is ultimately the responsibility of all of us. If you see any unauthorized persons on the school property or in the building, question them and bring it to the attention of the administration or staff.

If for any reason, the students are evacuated from the school building, students will gather in the church until clearance is given. If for any reason, the administration is directed to evacuate the school and parish property. Students will be escorted by their teachers and staff to an assigned location. Parents will be notified via **School Messenger** that a possible dismissal may happen from that location. This process will be coordinated with the local police.

## School Pictures/Photo Permission

Individual and class pictures are taken in the fall of each year and are pre-ordered for purchase. The dates are indicated on the school calendar. The students are required to be in full winter uniform for these pictures.

A second set of pictures is taken in the spring and students can dress up in clothing other than their uniforms. These pictures are taken, proofs returned, and can then be purchased. The proofs that are not being purchased are to be returned to the school.

**LIFETOUCH** is the current provider of school pictures.

The school will seek parental permission for the use of pictures of their children on marketing brochures, web-site, or other means of media. At no time should anyone be publishing or posting pictures of any student at St. Rose of Lima School on personal web-pages, blogs, Facebook, etc. without the consent of the parent. The school will not be responsible for any such postings.

## School-to-Home

**The Blue-Gold Memo will be e-mailed to parents once a month along with a weekly wrap up. All related or referenced documents will be posted on the web-site.**

Check the web-page: [www.stroseoflimaschoolnj.com](http://www.stroseoflimaschoolnj.com) for the calendars, special announcements, and other general information.

## Supplies

We have found it very useful to have certain supplies consistent for all students such as notebooks, assignment books, etc. The grade level Stationery Supply list is posted on the web-site for easy access.

Some items are purchased through the school. In the primary grades 1-2, special lined notebooks are used to help in the instruction of penmanship. Assignment books are also consistent to help teach organizational skills. The number of folders, pens, pencils, etc. noted by the teachers will be utilized in their particular classrooms/grades.

All textbooks **MUST** be covered with either book socks or paper. Please do not put contact paper on any school owned textbooks.

## **Telecommunications/Acceptable Use Policy**

Using school computers, students are able to access the World Wide Web. This access greatly increases opportunities to obtain information.

While Internet Use at school is supervised, all students who have this privilege and their parents must agree to the Diocesan guidelines of acceptable use and sign an access contract.

Students may not bring personal software or discs from home to use on the school's computers.

Students should not be utilizing e-mail or texting with any staff member, teacher or coach at any time. Nor should a staff member, teacher, or coach be emailing or texting a student at any time. Please make arrangements that all communication directed for students be accessed through parent contacts only.

## **Telephone Use/Cell Phone/Electronic Devices Use (Off and Away)**

Students may use the school telephone in case of emergency after obtaining permission from their teacher and office personnel. Forgotten materials or homework do not qualify as emergencies. Students cannot call home requesting a change in normal dismissal arrangements.

**Students may not use their cell phones for any reason during school hours. The school is not responsible for any device that is stolen or damaged. Inappropriate use of such items will result in the item being taken from the student and parents must retrieve it from the principal. During that conference, consequences will be discussed and alternate arrangements will be made. Students may not call or text their parent without teacher permission.**

**A cell phone bag will be provided to each student who brings a cell phone, smart watch, gizmo or electronic device to school. These items must be kept in the cell phone bag during school hours. Students may keep the cell phone bag with them or put it in their backpack.**

**If a student needs to use their cell phone for any reason, with permission from their teacher, they may go to the school main office and use their phone. Phones should not be used until the student has exited the building.**

**No technology may be used in the classroom that interferes with normal classroom procedures (eg. cell phones and smart watch, gizmo, electronic device).**

## Textbooks/Workbooks

The State of NJ provides minimal funds that are used annually to purchase some of the textbooks and workbooks utilized by the students. The school funds the cost of the rest of the materials through the general budget.

**The students are required to have all textbooks and workbooks covered at all times. Teachers can request that workbooks be covered with clear contact paper so students can easily identify the books. All damaged or lost books will be replaced at a cost to the family.**

All students are required to carry books to and from school in a backpack.

## Transfers

Parents transferring children to other schools within or out of the state are asked to notify the school office as soon as possible in writing. An exit interview form will be completed to assist in our record keeping.

School records for a student are mailed to the receiving school when the request for records from the receiving school is acknowledged. Records are mailed and not faxed or given to the parent for personal delivery.

All financial obligations (tuition, books, lunch, BeforeCare/AfterCare) must be fulfilled before records are released.

## Transportation

Car riders may begin arriving at 7:45 am each morning. Parents are asked to carefully follow the traffic pattern to ensure the safety of all students. Car-pooling is highly recommended. Parking or leaving a car unattended in front of the school on Kings Highway or the drop-off zone is not permitted. Driving into the school yard when school is in session is not permitted.

Students should only cross the street where there is a crossing guard on duty. They are located at the corners of Third Avenue and Green Street and directly in front of the school on Kings Highway. Crossing Guard are only on duty from 7:45 am to 8:10 am and 2:20 pm to 3:15 pm.

The student drop-off zone is located on Third Avenue off of Kings Highway. We ask that parents have students ready prior to drop-off to get out of the car on the **passenger side of the car**. Parents should not get out of their cars or park their cars in this drop-off zone. Once your child has exited your car, please

follow in turn the car in front of you when leaving the zone. Do not pass cars in front of you. Be cautious of those cars passing through the street.

Please remind your children not to open the car doors until the car has come to a complete stop. Make sure your child is on the side-walk before pulling away.

The parking lot behind the church is for staff, teachers and church employees. Do not park in this lot before, during, or at dismissal each day. Parents should utilize the on-street parking if necessary.

The safety and well-being of all are the utmost priority. Upon arrival students should proceed directly into the building.

The State of NJ reimburses parents for the transportation of the students through their local school districts if a family resides in a school district that provides bus transportation. If your local public school district provides its students with bus transportation and you reside two (2) or more miles from St. Rose you are eligible for that reimbursement. A B6T form must be completed in March and returned to the school office.

## Tuition Assistance

Each year St. Rose of Lima School provides the opportunity for families to apply for Tuition Assistance based on financial need. Any family wishing to apply for this assistance **MUST** make an application to the **FACT TUITION MANAGEMENT** Program for review of all financial matters. There is a yearly application fee. This application is to be completed by January prior to the next school year.

If during the school year, a situation arises that makes payment of tuition a true and unexpected hardship, families are encouraged to contact the principal or pastor for an appointment to discuss the situation.

## Tuition & Finances

Tuition payments are made directly through **FACTS TUITION MANAGEMENT**. There are four (4) payment plans and several payment options. The first plan: Full Payment due August 1<sup>st</sup> can be made directly through the school by check **ONLY**. Full Payment by Credit Card **MUST** be done through FACTS. The other plans are two-payments, four-payments or 10 monthly payments. Payment options are set-up to include: Direct Withdrawal or Credit Card.

More information concerning tuition is sent home with the re-registration packets in February and with all new families applying for application.



## **Visitors**

All visitors to the school must enter the school through the main doors and must report to the front office. All visitors, including parents, are required to sign in at the office and wear a "VISITOR PASS" while in the building. This policy is for the safety and welfare of the children and staff in the building. The visitor must also sign-out when leaving the building. This policy assists if an emergency arises and there is a need to know who is in the building. This also promotes a safe environment for all in the school building.

## **Volunteers**

In accordance with the Catholic Bishops' "Charter for the Protection of Children and Young People" (Nov. 2002) the Diocese of Camden has mandated that all personnel and volunteers have a criminal background clearance before working with children and young people in any capacity.

This policy states that all parish and diocesan employees, priests, seminarians, deacons, religious brothers, women religious, and all volunteers (18 or over) that have regular, reoccurring contact with minors will be required to have criminal background checks. Volunteers include: lunch supervisors, classroom or library volunteers, religious education teachers, coaches, mentors, and tutors. The process for receiving clearance must be obtained before working with the children. Please contact the school secretary for necessary procedure and paperwork.

Volunteers are always needed and welcomed at St. Rose of Lima. If you have a particular skill or interest that you would like to share, contact your child's teacher or the school office.

We do expect our volunteers to become familiar with our philosophy, to support our school rules, and to cooperate with our efforts in helping our students to develop responsible behavior. It is essential that volunteers refrain from discussing individual students with anyone. Volunteers are always welcome, but visits should be arranged with the teacher in advance.

## **Weapons/Threats**

Weapons of any kind are forbidden on the school grounds, on school/activity buses, or at any school-related activity. Actions or threats of action that endanger the safety of students and staff members will not be tolerated. Any student found with a weapon in his or her possession will be suspended immediately until the situation is investigated thoroughly. Law enforcement can be contacted if deemed necessary, especially if it affects the safety of anyone in the school including the person with the weapon.

## **Yearbook**

The St. Rose of Lima Yearbook is produced annually. The purchase of yearbooks is made available to all students. During the final week of school, the students receive these yearbooks. The signing of the yearbooks while sharing everlasting moments with each other is a special way of ending the year. Students are expected to be respectful while signing others' yearbooks.

## **Amendments to the Handbook**

The school retains the right to amend this handbook for just cause at any time. Parents will be given prompt notification if changes are made. This Handbook is intended to provide students and parents with as much information as possible regarding school policies and procedures. However, it is not all-inclusive. There will be additional points of information, procedures, and policies that will be communicated throughout the year by way of the newsletter or a special notice. The principal has the authority to amend these guidelines as deemed necessary.

Revision: August 2022

Revision: February 13 2023

Revision: August 2023

Revision: October 2023



Family Last name: \_\_\_\_\_

**Parental/Guardian & Student Acknowledgment and Consent**

**Please review the handbook with your child(ren) and sign and return this form to the school main office with your oldest child by September 30, 2023.**

Dear Principal:

I have read the entire St. Rose of Lima School Handbook and have taken the time to explain the policies, rules and regulations to my child/children.

We understand that we are required, by our registration and membership in St. Rose of Lima School, to follow and adhere to all of the policies, rules and regulations contained in the handbook.

Parent or Guardian's Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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