

St. Rose of Lima School

Student-Parent Handbook

2026-2027



“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 2026

Dear Parents, Guardians, and Students,

Welcome to St. Rose of Lima School, where faith, love, and learning flourish in the spirit of the Gospel.

As I begin my second year as principal, I remain grateful for the privilege of serving this vibrant, faith-filled community rooted in the Dominican traditions of study, prayer, community, and service. At St. Rose of Lima we recognize every child as a gift from God, uniquely created with purpose and potential. Guided by the teachings of Christ, we are committed to nurturing the heart, mind, and spirit of each student, helping them grow into compassionate leaders and faithful disciples.

We are committed to creating a safe, joyful, and academically challenging environment where students are encouraged to do their best, embrace their God-given talents, and deepen their relationship with Christ.

This handbook serves as a helpful guide to our school's policies, procedures, and expectations. It is extremely important that you review it carefully with your child so that we may work together in partnership, always united in faith and purpose. 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.

Let us continue to grow together in faith, hope, and love as we embrace this new school year with open hearts and renewed commitment to Catholic education.

With blessings and gratitude,

Dr. Deirdre Rood

Principal

St. Rose of Lima School

School Administration

Pastor: Father E. Dave Grover

Principal: Dr. Deirdre Rood

School Leadership Team: Mrs. Terry Durkin (Assistant Principal)

Dr. Joseph DiAmore (Math Supervisor)

Mrs. Rachel Dunn (Director of Student Services)

Mrs. Joanne Bonafiglia (6-8 Lead Teacher)

Mrs. Michelle Walsh (K-5 Lead Teacher)

School Secretary: Mrs. Sheila Thomas

Advancement Director: Mrs. Fran Watson

School Nurses: Ms. Carol Ostapowycz, RN

Religious Ed. Director: Mrs. Peg Hensler

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.stroseoflimaschoolnj.com

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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 work 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 activities include 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

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.

The 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.

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.

Authority of the Principal

The Principal has the sole and absolute discretion to interpret and apply any and all of the rules and provisions stated in this handbook in the manner the principal believes to be correct. Nothing in this handbook shall limit the principal’s authority to interpret and apply these rules. The principal reserves the right to change and update this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.

About The School

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).

Use of School Logo and Colors

Use of the school logo or any image of the school is prohibited without prior approval.

Approved use of fonts, colors, and design may not deviate from the school's brand guidelines. The use of the school name on a non-school-sponsored website, social media page, or any other written communication may not imply or state school approval (e.g., of products, services, events).

Admission and Enrollment

General Admissions Information

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 \$150 per child is due by the established registration deadline. A late fee will be incurred for all registrations after the date.

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

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

Admissions Requirements

- Students who request admission to a Catholic school must be developmentally, academically, behaviorally, and socially prepared to meet the demands of the grade for which admission is sought.
- Students seeking admission to grades 1 - 12 must show evidence of successful completion of the previous grade.
- The individual seeking admission of a child to a Catholic school must show identification and, if applicable, relevant documentation that he or she is the custodian of the child.
- A civil birth certificate, evidence of required immunizations, and any other health information as required by the state of NJ for school enrollment are required for admission to all Catholic schools.
- Catholic students must provide a copy of the baptismal certificate and dates of the reception of the sacraments of First Communion, First Reconciliation, and Confirmation, if applicable.

Pre-Kindergarten

All children admitted to any pre-kindergarten program must be able to use the toilet without assistance. A school may admit a student to a pre-kindergarten program who is unable to use the toilet without assistance.

How to Apply

Kindergarten registration begins in October and 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.

Terms of Enrollment

The decision regarding who is admitted to the Catholic school at any grade, including pre-kindergarten, shall rest within the sole discretion of the school.

St. Rose of Lima School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Continuing Enrollment and Re-Enrollment

Enrollment and re-enrollment at St. Rose of Lima School are contingent upon the ongoing cooperation of both students and parents with the school's mission, policies, and expectations. As a Catholic school, we strive to create a learning environment rooted in the Gospel, Catholic teachings, respect, and academic excellence. To maintain this environment, continued enrollment is subject to the following conditions:

- Parents/guardians are expected to support the school's mission, uphold its policies and this Handbook, and maintain respectful and collaborative communication with faculty, staff, and administration.
- Students and parents/guardians must demonstrate behavior consistent with the values and expectations of the school community, including respect for others, self-discipline, and adherence to the school's code of conduct.
- Students are expected to maintain satisfactory academic progress. The school will work with families to support student growth, but significant or ongoing academic underperformance without evidence of improvement may jeopardize continued enrollment.
- If, at any point, the administration determines that a student's educational, behavioral, emotional, or social needs exceed the resources the school can reasonably provide, the school reserves the right to recommend or require withdrawal.
- Decisions regarding continued enrollment are made at the discretion of the administration and are final. Our priority is to ensure that every student in our care is in an environment in which they can flourish.

School Operations

Daily/Bell Schedule

The school day begins at 7:45am and ends at 2:30pm.

Arrival Procedures

- Students are expected to arrive between 7:45 and 8:00.
- The students in kindergarten through 4th Grade will enter at the 3rd 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.

Car Drop Off

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 sidewalk before pulling away.

Parking

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 is the utmost priority. Upon arrival students should proceed directly into the building.

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.

Parents are NOT allowed to park in the church parking lot to drop off their students. Students must use the walkways. This lot is for teacher and church parking ONLY.

Aid in Lieu of Bus Transportation Reimbursement

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.

Dismissal

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 calls 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 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.

- Students in Grades K-4 are expected to stay with their teachers until a parent/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.

Other Dismissal Situations

The custodial parent may also give permission in writing for any child(ren) to walk home from school, provided that the oldest child is at least 12 years old. Each school will include procedures for such specification in its school handbook.

Students may not be picked up on school grounds by a taxi or ride sharing service.

Changes to Dismissal Plans

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.

If you are changing your child(ren)'s Extra Care Schedule, please send a note with your child in the morning. All phone 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 the staff to notify teachers, your child, and the Extra Care Staff in sufficient time for dismissal.

Student Safety and Building Security

Child and Youth Protection

All employees and adults who volunteer at a school three or more times, including athletic coaches, must comply with all child and youth protection policies, practices, and procedures

defined by the Diocese of Camden Office of Child and Youth Protection (OCYP). This includes required background checks and safe environment training.

Safety 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 people, 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, lockdowns, evacuation and shelter. All are expected to cooperate.

Building Access

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 people on the school property or in the building bring it to the IMMEDIATE attention of the administration or staff. While the school security team is extremely helpful, the school office and/or principal should be contacted.

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.

Procedures for Visitors to the School

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. Visitors must be approved ahead of time by the principal. F

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.

Emergency Closings/Delayed Openings

Communication of Emergencies

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 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.

Emergency Closure During School Hours

Should school be in session when inclement weather begins, the parents / 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.

Off-Limits Areas for use by Students or Other Non-Authorized Persons

Leaving School Grounds

School Property

Lockers

School Issued Electronic Devices

Personal Property

Backpacks

Water Bottles

Items Not Permitted In School

Search Of Property

To maintain a safe, orderly, and Christ-centered learning environment, St. Rose of Lima School reserves the right to inspect and search student belongings, including but not limited to backpacks, lockers, desks, electronic devices, and personal items brought onto school property or to school-sponsored events.

As a private institution, St. Rose of Lima School retains the authority to conduct such searches at any time, with or without prior notice, when there is reasonable cause or concern related to the health, safety, conduct, or well-being of the student or school community.

The school will notify parents if a significant issue arises from a search, or if disciplinary action is taken as a result.

By enrolling at St. Rose of Lima School, students and parents acknowledge and accept the school's right to conduct such searches as part of its duty to protect and promote a safe and faithful school community.

Photograph, Video, And Media Authorization

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 is 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, websites, 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 webpages, blogs, Facebook, etc. without the consent of the parent. The school will not be responsible for any such postings.

Discipleship And Formation

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.

Sacraments and Sacramental Preparation

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.

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 sixth grade with reception in eighth grade. Questions concerning the Sacraments may be addressed to the Office of Religious Education at 856-546-9326.

Academic Program

Curriculum and Instruction

The curriculum at St. Rose of Lima School follows the guidelines set by the Diocese of Camden and informed by 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.

Course of Study

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.

Library and 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.

Academic Policies

☐ Student Academic Responsibilities

☐ Class Participation

Homework Expectations

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 will complete all assignments, even when absent from school.

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

Access to Instructional Materials and Advance Work

To maintain consistency with the school's curriculum, pacing, and instructional expectations, parents/guardians may not independently request, obtain, or purchase copies of school-adopted textbooks or related instructional materials, including student editions, teacher editions, answer keys, or supplemental resources. Questions regarding a student's access to instructional materials should be directed to the classroom teacher or administration.

Parents/guardians should not request assignments, classwork, or instructional materials in advance, including an absence due to a family vacation. Students will receive missed work and the appropriate time for completion in accordance with the procedures outlined in the "Missed Assignments and Assessments Due to Absence" and "Absence Due to Family Vacation" sections of this handbook.

Exceptions to these expectations will be made only when specifically indicated in a student's Individual Service Plan (ISP) or Student Support Plan.

Missed Assignments And Assessments Due To Absence

When a student is absent a parent or guardian may contact their child's teacher or school office for missed assignments. The parents 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 with time to make-up missed assignments as follows:

Calendar Days to Make-Up Work

- 1 day student has 1 day to make up work
- 2-6 days students have 3 days to make up work
- 7 or more days students have 5 days to make up work

Student Assessment

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

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

Student academic progress is tracked using the online database system known as PowerSchool. 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.

Report Cards

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.

Grading Scale for K-2

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

- 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

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

Grading Scale for Grades 3-8

Major Subjects

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

Honor Roll

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 students' 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.

- ☐ Failure Warnings
- ☐ Cycles And Test Days
- ☐ Standardized Testing

☐ Academic Honors and Awards

- ☐ Honors Programs
- ☐ National Honors Society, Selection Process, and Requirements

☐ Academic Support

- ☐ Individual Service Plans (in lieu of Individual Education Plans)
- ☐ Act 192/193 Services
- ☐ Student Support Plans
- ☐ Classroom Interventions

Promotion or Retention

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

Reasons for Retention

The student has not adequately completed the grade work.

Students must receive a final grade of 70% in all subjects to be promoted to the next grade. Those students who fail a course at the end of the year must remediate the failure over the summer at their own expense.

A student with two failures at the end of the school year may be considered for retention based on other academic and developmental factors. If a student has more than two failures at the end of the year the school may dismiss the student.

Student Maturity

Social-emotional concerns impede student progress and the student would benefit from repeating the grade level.

Excessive Absences

Students who have accumulated 18 or more absences may be retained.

Course Recovery

In order for a student to be promoted to the next grade, courses must be remediated through an accredited summer school or by a certified tutor approved by the school. The tutor or the instructor may not be the student's teacher from the failed course. The student is required to provide proof of successful completion of the remediated course to the school immediately upon completion. Students will receive the lowest passing grade (70%) as a final grade on the report card after successful completion of the remediated course.

Notification for Retention

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.

Eighth-grade students who would be dismissed under this policy will be permitted to attend summer school to remove the failures and be able to receive a diploma after receiving a passing grade.

Graduation Requirements

Academic Requirements

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 Requirements

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

School Materials Requirements

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.

Class Placement/Teacher Requests

Classroom placement is a delicate balance and many factors are taken into consideration; therefore the administration will not accept or honor requests for specific teachers. Should you have a compelling circumstance or consideration of which the administration is not aware, please pass these specific and articulable concerns, in writing, to the principal. No specific classroom placements will be considered for the following school year after the last day of school.

Books and Materials

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 website for easy access.

Some items are purchased through 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.

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.

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. 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.

- Chaperones need to be fingerprinted and complete Virtus training to be considered
- 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 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.

Student Attendance and Records

Attendance

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 are 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 8:00 am in the morning and are considered tardy after the 8:00 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.

A student will be recorded as present if the student attended school for 60% or more of a school day and absent if the student was not present in the school building on that day. A student will be recorded as present for a half day if present for fewer than 60% of the school day.

A student is considered absent if they are not in the school building or on a school related trip supervised by school personnel.

The absence of a child for three (3) consecutive days without notification from the parents will receive a call from the school nurse to the home. Nurses 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

Students who have 18 or more absences from school are in danger of not being promoted to the next grade may be unenrolled from the school or be required to make up course requirements before being promoted to the next grade, regardless of the grade recorded for coursework.

A student who is absent from school may not participate in an athletic or extracurricular event or practice for that day or evening. A student may not return to athletic or extracurricular participation until he or she has completed at least a half day of school. If the absence occurs on a

Friday, he or she may not participate in athletic or extracurricular activities held on a Saturday or Sunday.

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.

Junior High

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 do 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 to pick up. Please contact the office directly to schedule.

If the student is 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.

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 8:00 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.
- Students who are late to school 24 times or more may be required to make up the time during the summer.

Absence Due To Family Vacation

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.

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.

Release Of Child

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 people (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 people who are authorized to take your children from 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.

Any time a parent alters the method (mode of transportation, time, or responsible party) in which the student will leave school, the parent must inform the school in writing of the departure change, or there must be a written record of the change.

School staff must ask for and receive proper identification before releasing a student to a designated person other than the custodial parent. Proper identification means, for example, a driver license or other photo identification.

The school will release the student when the parent or designated person has arrived at the school office to transport the student. In the case of an early release, the parent or designated person will sign the school's early release document before the child is released from the school.

A student may not be released to an older sibling unless specifically authorized to do so by the custodial parent(s).

Student Records

Emergency Information

Each September parents must complete emergency information cards. Any changes to address, phone number, and 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.

Review of 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.

PowerSchool 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 passwords 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 PowerSchool.

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.

Transfer of Records

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, Before Care/Aftercare) must be fulfilled before records are released.

Code of Conduct and Discipline

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 of 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 the 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 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.
- NOT use cell phones at any point during the school day.
- 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.

Cafeteria and Recess Yard

At lunch / recess 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. There is to be no afterschool playing on the church grounds/grass.

Games at lunchtime 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.

Behaviors Inconsistent with the Mission of the School

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.

Students will be issued a Conduct Referral form 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/teacher property
- Running in Hall/Classroom
- Disrespectful to authority figure

- Disruptive to classmates
- Physical aggression
- Rude/Discourteous
- Excessive talking/loudness
- Late to class
- Improper uniform
- Cell phone use

Bullying, Cyber-Bullying and Retaliation

Bullying, Cyber-Bullying and Retaliation shall not be tolerated.

Bullying is the repeated use, by one or more students of written, oral, or electronic expressions or physical acts or gestures of any combination thereof, with the intent to ridicule, harass, humiliate or intimidate the person, directed at a target, which a reasonable person should know would have the effect of:

- Causing physical or emotional harm to the target or damage to the target's property.
- Placing the target in reasonable fear of harm to him/herself, or of damage to his/her property.
- Causing the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the target's education.
- Materially and substantially disrupting the educational process or the orderly operation of a school.

An isolated incident, however egregious, is not bullying. Numerous acts of misconduct against different students do not constitute bullying. Such conduct may warrant disciplinary action but is not bullying.

Prohibition Against Bullying & Retaliation

Bullying is prohibited:

- On school grounds
- On property adjacent to school grounds
- At any school-sponsored or school related activity, function or program whether on or off school grounds

- On a school bus or any other vehicle owned, leased or used by the school
- Through the use of technology or electronic device owned, leased or used by the school

Bullying by students is also prohibited at other locations and through other means if it:

- Causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the target's education; or
- Materially and substantially disrupts the educational process or the orderly operation of a school. Nothing contained in this Policy or Plan shall require the school to monitor any non-school related activity, function or program.

Bullying Prevention

The Prevention and Intervention Plan for St. Rose of Lima School is in full support Diocesan Policy on Bullying. All definitions and provisions included in the Diocesan Policy are the definitions and provisions for this prevention and intervention plan. A variety of methods are used in educating students on bullying.

Reporting

- Any staff member who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the Principal or Vice Principal.
- Students are encouraged to report an incident(s) that may be causing them to feel they are being bullied, to a teacher, staff member, principal, or their parents.
- Students who witness any incident(s) that may resemble bullying or retaliation are encouraged to report it to a teacher, staff member, principal, or their parents.
- Parents are encouraged to bring incident(s) to bring incident(s) to the attention of the principal or staff.

Investigation of Complaint

Upon receipt of a report the principal or her designee shall promptly conduct an investigation of the incident to determine if bullying has occurred. The principal will review the disciplinary history of the student(s) accused of indication of a pattern or past history of similar behaviors.

A written report of the investigation shall be prepared when the investigation is complete. The report shall include findings of fact, a determination of whether acts of bullying were verified, and if verified, the consequences will be enforced and parents will be notified.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witness or has reliable information about bullying shall be prohibited.

Disciplinary Action

Once the investigation is complete, the principal or her designee shall determine the consequences for the aggressor(s) on a case-by-case, age-appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. While conduct that rises to the level of bullying will generally warrant disciplinary action against the students responsible for bullying whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the principal or her designee. It is the goal of the school to have students achieve redemption, learn and stop bullying.

Disciplinary action for children in kindergarten will generally be handled by the child's teacher working with the student, the student's family, and the principal (as needed). These children are very young and are learning social skills.

Consequences

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to nature of the behavior, developmental age of student, and history of problem behavior. Consequences may include up to and including suspension or expulsion.

The specific disciplinary consequences imposed on the aggressor will not be disclosed to the parents or guardians of the target, unless required by law.

All disciplinary actions are at the direction of the principal and if necessary, in collaboration with the Pastor and /or Superintendent of Catholic Schools in the Diocese of Camden.

St. Rose of Lima School may provide referral to appropriate services which may include evaluation by a licensed mental health professional and/or referral to law enforcement.

Discrimination

As a partner in fostering a school community rooted in the Gospel values of love, respect, and the inherent dignity of every person. As a Catholic institution, we are guided by the truth that each individual is created in the image and likeness of God. This calls us to cultivate an environment where all students feel valued, safe, and respected.

Racism, in any form, stands in direct opposition to our Catholic values, as it denies the dignity we recognize in one another.

It is important to understand that behaviors conveying racism are taken seriously in our community, regardless of intent. This includes the use of offensive words, phrases, or stereotypes directed at an individual or group because of race or ethnicity.

We also want to emphasize that even seemingly casual comments about someone's appearance or making an individual the subject of jokes or teasing can be hurtful. While a student may not intend to cause harm, such actions can still deeply affect the recipient and undermine the climate of respect we expect to maintain.

Our goal in addressing these issues is to educate and form our students in empathy, compassion, and a deeper awareness of how words and actions affect others. Through open dialogue and learning, we believe our students will grow in their ability to build solidarity with one another.

We encourage you to continue these important conversations at home, reinforcing the values of respect, understanding and recognition of the inherent dignity of every person. By working together, we can help our students' become instruments of peace and hope in the world.

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 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 workplace of sexually suggestive objects or picture.

Threats of Harm

If the principal receives a report from a student, teacher, staff member, or parent indicating that a student is in possession of a weapon or made a threat of harm, including threats of violence, the principal may inform the local police in accordance with the school's Memorandum of Agreement with Law Enforcement. The principal may also determine that a psychological or psychiatric evaluation from a licensed professional is necessary. The student will be excluded from the school environment and all extracurricular activities until a) all police activity has been completed, and b) the parents arrange for the student to be evaluated by a licensed mental health professional if necessary, and c) the parents present a letter from the mental health professional to the school indicating that the student is not a threat to harm himself/herself or others. In addition, the student who was in possession of a weapon or made the threat will receive disciplinary action, which may include suspension or expulsion.

Weapons

Weapons of any kind are forbidden on 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. If weapons are found on campus, regardless of the intent, law enforcement will be contacted.

Illegal and Illicit Substances

Cigarettes, drugs, vape pens, and alcohol are forbidden. Students cannot 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.

Soliciting Funds

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.

Acceptable Use of Technology Policy

All students are subject to the acceptable use policy of the Diocese of Camden. The policy can be located at www.camdendiocese.org/standards-for-protection.

Staff members, coaches, and volunteer club moderators may not e-mail or text students at any time. Students may not email or text staff members, coaches, or volunteer club members.

Please make arrangements that all communication directed for students be accessed through parental contact only.

Consequences for Behavior Inconsistent with the Mission of the School

Discipline is decided on an individual basis taking into consideration age and context. The discipline categories do not cover every possible situation. The faculty and administration reserve the right to determine inappropriate and unacceptable behavior. Students may be issued warnings, loss of privileges or free time, lunch detention, after school detention, in-school suspension, or expulsion.

Suspension

When a student's actions constitute a major disciplinary infraction and are contrary to the good order of the school community, a student may be suspended from school and school activities. An in-school or out-of-school suspension may be warranted given the severity of the infraction.

Expulsion

Expulsion of a student may occur for grave infractions of school regulations; for continued undesirable conduct detrimental to the moral or physical safety of other students; or for continued disobedience to or disrespect for duly authorized authority.

Once expelled, a student may not be re-admitted to the school during the current school year.

Uniform Dress Code

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.)

Girls' Winter Uniform

Grades K-4

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

Grades 5-8

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

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.

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
- Solid white or black sneakers

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

- Black or brown belt

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
- Solid white or black sneaker

Footwear for all Students

Grades K-5: Solid Black or Dark Brown Dress Shoes – 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, high tops, loafers, and slip-on shoes and canvas “Hey-Dude” type shoes are NOT permitted.)

Grades 6-8: (Middle School): Black or Brown Eastland Plainview Oxford shoes. These are the same shoes that are required by most Catholic High Schools in our area.

Dress Code Guidelines:

- Spring/Summer shoes are solid white or solid black sneakers. (No other colors permitted)
- 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’ pants and jackets must be of the right size and fit the student appropriately.
- 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 may not be worn), 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.
- 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.

Uniforms Purchasing Information

Risse Brothers

901 E. Clements Bridge Road, Unit 3B

Runnemede, NJ 08078

Ph: (865) 751-7671

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 warmups (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

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, these days, students can wear jeans, (regular fit), sneakers/socks, appropriate t-shirt, collared shirts, blouses or sweatshirts, 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.

Electronic Devices and Cell Phones

Cell phones/smart watches have become an increasing distraction for our students. In an effort to help students with this distraction, we have implemented a NO cell phone/smartwatch policy. Cell phones, smartwatches, and other personal internet connected devices, must be off and away in school bags or lockers at ALL TIMES during the school day.

The school is not responsible for any device that is stolen or damaged.

Consequence for Use of Personal Internet Connected Device

Students may not use their cell phones for any reason during school hours. If a student is found using their cell phone/smart watch during the day without teacher permission, the phone/smartwatch will be confiscated and taken to the principal. The principal will contact the parents and the cell phone/smartwatch will be returned at dismissal.

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 may not be used until the student has exited the building.

Audio/Video Recording

Non-staff use of any type of camera or video or audio recording device, including cameras and microphones integrated into cell phones or other personal devices, on the school campus during the school day, is strictly prohibited without the expressed signed permission of the school principal. A violation of this policy may result in the device being confiscated and will result in disciplinary action including removal from the School.

Code of Conduct and Disciplinary Action Summary

The above discipline categories do not cover every possible situation.

The Principal has the right and the authority to administer different or additional consequences and to administer consequences for offenses that are not specifically listed in this handbook, when 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.

Conduct by students incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the dismissal of the student.

The administration reserves the right to discipline students for off-campus conduct, if that conduct is in any way associated with teachers, staff or students of St. Rose of Lima School, where the behavior is contrary to Catholic teachings, or could bring disrepute, embarrassment, or disruption to the school.

Parents are expected to collaborate with and support school personnel in matters of discipline and comply with disciplinary action.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Student Services

Student 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.

Immunizations

Students are required to have all immunizations required for school attendance by the State of New Jersey. Medical exemptions are allowed with a written statement provided by the child's physician. The statement must declare that the required vaccine is injurious to the child's health or poses a significant risk to the health and well-being of the child. Medical exemptions are reviewed annually.

St. Rose of Lima School will review requests of parents for religious exemptions from immunization if the parents submit a letter describing that their request is a matter of informed conscience for them. The pastor will make the final determination as to whether a religious exemption is warranted.

Physicals

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. Sports physical can be utilized as the required 6th grade physical for your child.

Please notify the school nurse of any existing conditions that they 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.

Illness and Injury

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

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

Parents should instruct their child to report all illnesses 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 students 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.

Communication of Health Concerns

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 up a previously restricted student for return to activity.

Students with casts and/or crutches will be accommodated to the best of the school's ability to promote a prompt return to class.

Parents of student-athletes must communicate with the coach about injuries and the current medical status in regard to participation. Coaches will have basic first aid supplies on hand; only a coach/adult can access supplies.

Medication

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 on 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

Food Allergies

Parents have the responsibility of notifying the school nurse and classroom teacher of any food allergy. All food allergies and required emergency medications must be documented in the student's medical record. NutriServe will provide ingredient information for school lunch items; however, parents/guardians are responsible for reviewing this information and determining which foods are appropriate for their child. Students may not share food or drinks. St. Rose of Lima School cannot guarantee an allergen-free environment.

Nutrition

Students can bring lunch or can purchase lunch through NutriServe. 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 permitted. Lunch can be ordered daily, weekly or monthly through Duke Catering.

Student Mental Health

Mental Health, Student Wellness & Crisis Response

St. Rose of Lima is committed to supporting the social, emotional, behavioral, and mental health needs of students while maintaining a safe and supportive learning environment. School personnel work collaboratively with students, parents/guardians, school administration, and outside professionals when appropriate to identify concerns and connect students and families with appropriate support.

School-based mental health support is not a substitute for emergency, psychiatric, medical, or ongoing outpatient mental health treatment.

Student Mental Health Concerns

Students are encouraged to seek assistance when they are experiencing emotional distress, significant changes in mood or behavior, difficulty functioning at school, concerns about their own safety, or concerns about the safety or well-being of another student.

A student may speak with a faculty or staff member, our School Counselor, and/or our Principal.

Students will not be disciplined for making a good-faith report about a mental health or safety concern.

Crisis Response Protocol

Any statement, disclosure, written communication, electronic communication, behavior, or other information suggesting that a student may be at risk of harming themselves or another person will be taken seriously.

When a student reports a crisis or when a faculty/staff member becomes aware of an immediate mental health or safety concern:

- 1. Immediate Adult Notification and Supervision**

The faculty or staff member receiving the report will ensure that the student is appropriately supervised and will immediately notify our principal, if the Principal is not available, our Director of Student Services will be notified. A student experiencing an identified safety crisis should not be directed to navigate the situation or seek assistance independently.

- 2. Administrative Notification**

The Principal will be informed of the reported concern as soon as possible.

- 3. Student Services Involvement**

The Principal will contact the Director of Student Services to assist in evaluating the immediate concern and determining appropriate next steps.

- 4. Safety Assessment and Response**

Appropriate school personnel will gather the information reasonably necessary to determine the level of concern and appropriate response. Depending on the circumstances, this may include consultation with the student's parent/guardian, outside mental health providers, crisis services, emergency medical services, or law enforcement.

- 5. Emergency Intervention**

When there is reason to believe that a student or another individual may be in immediate danger, the school may contact **911 or other appropriate emergency/crisis resources immediately**. Emergency intervention will not be delayed while awaiting routine parental consent or arrival when immediate action is necessary to protect health or safety.

6. Parent/Guardian Notification

A parent or legal guardian will be contacted as soon as reasonably appropriate following identification of a significant student mental health or safety concern, except when otherwise prohibited by law or when consultation with appropriate protective or emergency authorities is necessary.

7. Follow-Up Care

Depending upon the circumstances, the school may request documentation, recommendations, or clearance from an appropriate licensed health or mental health professional before the student's return or as part of a student support/re-entry plan. The administration may coordinate reasonable school-based follow-up support with the family.

St. Rose of Lima faculty & staff's role during a crisis is to promote immediate safety, communicate with the appropriate individuals, and assist the family in accessing appropriate resources. School personnel do not replace emergency or community-based mental health providers.

Suicide Prevention & Crisis Resources

All statements or behaviors indicating suicidal thoughts, self-harm, or significant emotional crisis must be reported immediately to a faculty/staff member, the School Counselor/Director of Student Services, or the Principal.

The **988 Suicide & Crisis Lifeline** provides crisis support throughout New Jersey and the United States **24 hours a day, 7 days a week** for individuals experiencing suicidal thoughts, mental health or substance-use crises, or emotional distress.

- **Call:** 988
- **Text:** 988
- **Online Chat:** <https://988lifeline.org/chat/>

For an immediate or life-threatening emergency, call 911.

Students should never agree to keep information about suicide, self-harm, threats of violence, or another student's immediate safety a secret. Seeking adult assistance is an appropriate and responsible response to a safety concern.

Reporting Unsafe or Concerning Behavior

Students, parents, and guardians are encouraged to promptly report behavior that may threaten the physical or emotional safety of a member of the school community. Concerns may include, but are not limited to:

- Bullying, harassment, intimidation, or repeated peer aggression (as per St. Rose HIB policy)
- Statements or behaviors involving self-harm or suicide;
- Threats to harm another student, employee, or other person;
- Possession of or statements involving a weapon;
- Concerning social media posts, messages, photographs, or electronic communications;
- Significant changes in behavior that create concern for a student's safety or well-being; or
- Other behavior reasonably believed to present a safety concern.

Reports may be made to a **teacher, School Counselor/Director of Student Services, Principal, or other school administrator**. Parents/guardians may report concerns verbally or in writing. Students may also seek the assistance of any trusted adult within the school.

Reports involving bullying or harassment will be addressed in accordance with the school's applicable bullying, harassment, student conduct, and safety policies.

Knowingly making a false report for the purpose of harming, intimidating, retaliating against, or creating consequences for another person may be addressed under the school's disciplinary policies. This provision does not apply to a good-faith report that ultimately cannot be substantiated.

Confidentiality and Privacy

The School Counselor/Director of Student Services and other school personnel respect student privacy and will limit the sharing of sensitive information to individuals who have a legitimate need for the information in order to provide support, maintain school safety, comply with school policy, or fulfill legal responsibilities.

Students should understand that conversations with school personnel **cannot always remain confidential**.

Information may be shared with parents/guardians, administrators, emergency personnel, child protection authorities, law enforcement, or other appropriate individuals when:

- A student may be at risk of harming themselves;
- A student threatens or may pose a significant risk of harm to another person;
- There is suspected abuse or neglect;
- There is an immediate health or safety emergency;
- Disclosure is required by law; or
- Information must be shared to appropriately address a significant student safety concern.

When appropriate, school personnel will explain these limits of confidentiality to students.

Parent/Guardian Consent for Counseling and Mental Health Services

The School Counselor/Director of Student Services may provide students with brief, school-based supportive services as part of the school's student support program. Such services may include check-ins, problem-solving, social-emotional skill development, crisis intervention, conflict resolution, and consultation regarding academic, behavioral, or social concerns.

Parental consent requirements do not prevent school personnel from responding to an **immediate safety concern or mental health emergency**.

Nothing in this policy is intended to restrict any independent right that a minor may have to seek certain behavioral health services under New Jersey law.

Outside Mental Health Services and Telehealth

When a student receives counseling, psychiatric care, telehealth treatment, or other behavioral health services from an outside provider, the parent/guardian is responsible for arranging and maintaining those services.

With appropriate authorization, parents/guardians may request collaboration between the student's outside provider and the School Counselor/Director of Student Services. Information shared with the school should be limited to information reasonably necessary to support the student's educational, behavioral, emotional, or safety needs within the school environment.

Participation in outside treatment does not automatically require the school to implement every recommendation made by an outside provider. Recommendations will be reviewed by school administration and Student Services based upon the student's needs, available school resources, educational considerations, school policy, and applicable law.

Mental Health-Related Academic, Attendance, and School Supports

St. Rose of Lima recognizes that significant or chronic mental health conditions may temporarily affect a student's attendance, concentration, organization, emotional regulation, academic performance, or ability to participate fully in the school day.

Parents/guardians are encouraged to contact the **School Counselor/Director of Student Services and school administration** when a mental health condition is substantially affecting a student's school functioning.

When appropriate, the school may collaborate with the family, teachers, and relevant professionals to determine reasonable individualized supports. Depending upon student need and available documentation, supports may include:

- Temporary adjustments to workload or assignment expectations;
- Reasonable extensions or modified deadlines;
- Additional time or an alternative setting for assessments when appropriate;
- Scheduled breaks or access to an identified supportive adult;
- Modified participation expectations during periods of significant difficulty;
- Development of a gradual return-to-school or re-entry plan following hospitalization or extended absence;
- Attendance considerations when supported by appropriate documentation;
- Organizational or academic support;
- Development of a school-based safety or support plan; and/or
- Other reasonable interventions determined appropriate by the school.

Accommodations and modifications are considered **individually** and are not automatic based solely upon a diagnosis or outside recommendation. Decisions will consider the student's documented needs, educational requirements, health and safety, available school resources, applicable law, and school/diocesan policies.

Parents/guardians are expected to maintain communication with the school when a student's condition significantly impacts attendance or educational functioning and to provide updated professional documentation when reasonably requested.

Returning to School Following a Mental Health Crisis

Following hospitalization, emergency evaluation, a significant mental health crisis, or an extended mental health-related absence, the school may require documentation noting the student's ability to return to school from a licensed mental health professional and a meeting with the parent/guardian prior to the student's return.

The School Counselor/Director of Student Services and administration may develop an individualized re-entry plan that addresses:

- The student's immediate safety and emotional needs;
- Recommendations provided by treating professionals;
- Academic or attendance considerations;
- Identification of a trusted adult or support person at school;
- Procedures for requesting breaks or assistance;
- Communication among appropriate faculty/staff members;
- Follow-up meetings with Student Services; and

- A plan for responding if concerns re-emerge.

Only information necessary to appropriately support the student will be shared with relevant school personnel.

Parent/Guardian Partnership

Student mental health is best supported through collaborative communication between the student, family, school, and outside providers when applicable. Parents and guardians are encouraged to inform the School Counselor/Director of Student Services of significant concerns that may affect their child's functioning or safety at school.

School personnel may recommend that a family obtain an outside mental health evaluation or treatment when a student's needs exceed the scope of school-based services. Responsibility for obtaining and maintaining outside medical or behavioral health treatment remains with the student's parent/guardian.

St. Rose of Lima reserves the right to take reasonable and necessary action to protect the health and safety of students, employees, and the school community.

Extended Care And After School Programs

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.

Extended Care Fees

- 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.

Extended Care Emergency Closing

In the case of an emergency school closing Extended Care will be cancelled.

Student Life

Extracurricular Activities

Students are encouraged to participate in a variety of extracurricular activities. Each of these extracurricular 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.

Eligibility

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

- A grade of 74 & above in all major subjects
- A grade of “satisfactory” in all “special” subjects
- A general conduct grade of “satisfactory”

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.

Ineligibility

A student will be ineligible to participate in extracurricular activities if at the midpoint progress report or the end of the marking period report card a is below the eligibility criteria in one or more area:

- 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.

The parents and the student will be notified by the principal when a student becomes ineligible. During the period of ineligibility,, it is expected that the student does what is necessary to improve his/her academic performance or behavior to meet the eligibility criteria.

School sponsored Extra-Curricular Activities include but are not limited to athletic sports, cheerleading, clubs and drama. The principal reserves the right to make final determinations for eligibility. All activity coordinators and coaches will be notified when a student becomes ineligible. It is expected that all coordinators and coaches comply with the rules and terms of the policy.

The student will be ineligible for a time period of four weeks which allows a student to improve his/her status. After four weeks, eligibility will re-evaluated.

- ☐ Athletics
- ☐ Student Council
- ☐ Clubs and Activities
- ☐ Selection Process
- ☐ School Dances/Prom

Birthday And Other Celebrations

St. Rose of Lima School celebrates each child's birthday by announcing the student during morning prayer. 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 NutriServe staff if you wish your child's class to select a snack during lunchtime. They 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 of this snack because of potential allergies and other health concerns.

Parents are not obligated to provide treats for birthday celebrations.

No invitations for parties or out-of-school gatherings may be distributed in school.

School Yearbooks

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.

☐ Memoria

☐ School Photo

Parents and The School

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.

A 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 authorities. 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, there are 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.)

Parent/Guardian Responsibilities and Conduct

As a vital part of the St. Rose of Lima School community, parents and guardians are expected to model Gospel values and support the mission of the school by conducting themselves with integrity and respect and cooperating with the principal, teachers, and staff in the implementation of the school program. Parents are expected to:

- Uphold and support the Catholic identity, mission, and values of St. Rose of Lima School.
- Encourage their child(ren) to live in accordance with Catholic values and virtues, including respect, honesty, compassion, and responsibility.
- Respect the religious formation offered at the school, even if not Catholic.
- Communicate respectfully and charitably with all faculty, staff, administrators, and other families.
- Express concerns or disagreements through appropriate channels (beginning with the teacher or school administration), avoiding gossip, public criticism, or confrontation.
- Use constructive dialogue when addressing school issues; inflammatory language, threats, or harassment of any kind will not be tolerated.
- Cooperate with the school in its efforts to develop students spiritually, academically, socially, and emotionally.
- Ensure that their children abide by the policies contained in this handbook and to support the school in its delivery and administration of all programs and all aspects of student life.
- Attend parent meetings, conferences, and participate in school life as circumstances allow.
- Be truthful and timely in communication with school staff regarding attendance, academics, and other student matters.
- Follow all school safety procedures, including check-in/check-out protocols, parking guidelines, and visitor policies.
- Respect the physical boundaries and roles of faculty and staff—do not enter classrooms, offices, or staff spaces without permission.
- Never discipline another child on school property. Any concerns must be directed to the appropriate school personnel.

- Use contact lists, directories, and school communication tools only for school-related purposes. Do not use school resources to distribute political, commercial, or non-school-related materials.

Violation of the above expectations, including behavior or spoken or written communication, including via social media, by parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, or that is determined to be violent, abusive, recalcitrant, excessively negative, or an attempt to intimidate or harass any member of the school community, will not be tolerated. If reasonable attempts to resolve the behavior are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Custody Arrangements

Parents and guardians are required to submit all official court documents pertaining to custody arrangements, parenting time, educational rights, or restrictions. These documents must be: a) Current and certified by the court; and b) Submitted to the school office at the time of enrollment or immediately upon any change. Failure to provide appropriate documentation may result in the school treating both parents as having equal rights by default.

While we are committed to working with all families with professionalism, St. Rose of Lima School cannot become involved in custody disputes. It is the responsibility of parents to manage custody conflicts privately and through the appropriate legal channels.

The school administration, faculty, and staff will follow the custody directives as outlined in the official documentation on file and are not permitted to provide statements or write letters on behalf of either party for use in legal proceedings, unless formally subpoenaed.

School Communication

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 website 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.

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, email, or leave a message at the school office. Questions regarding academic progress or other concerns in the classroom should be discussed first 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.

Maintaining a positive and supportive school environment is a shared effort. Unverified rumors can create unnecessary anxiety for our students and families. If you ever have concerns about something you've heard regarding our school community, please reach out directly to the principal for clarification.

Parent Contact of Teachers

Teachers are the first point of contact for questions or concerns regarding classroom instruction, academic progress, assignments, grades, or classroom behavior. Parents should contact teachers through school email or by leaving a message with the school office. Teachers will respond during school hours within 48 hours, excluding weekends, holidays, and school closures. All communication must remain respectful and professional. If a concern remains unresolved after speaking with the teacher, the parent may contact the principal or appropriate Assistant Vice Principal.

Conferences and Appointments With School Personnel

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.

Social Media Communications

The use of any school logo on social media or representation of a social media post or page as being an official communication of the school is prohibited.

Parents are prohibited from posting inappropriate comments on any school-managed social media. Inappropriate comments include obscenities, foul language, spam, personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching.

The school reserves the sole right to edit and/or remove any or all comments from a post.

As a Catholic community, St. Rose of Lima School expects that parents will not use their personal means of communication, including online and mobile-based communication tools of every type, kind, nature and description to criticize, demean, or publicly disparage the school, its administration, faculty, staff, or students, or to sow discord or undermine the school's mission or Catholic identity.

If reasonable attempts to resolve violations of the school's social media policy are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Audio/Video Recording by Parents

Non-staff use of any type of camera or video or audio recording device, including cell phone cameras and microphones, on the school campus during the school day is prohibited without prior approval. A violation of this policy may result in the device being confiscated and will result in disciplinary action.

Tuition And Fees

Tuition payments are made directly through FINALSITE. There are four (4) payment plans and several payment options. The first plan: Full Payment due August 1st 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.

Tuition for the next school year is announced with the re-registration packets in February and with all new families applying for application.

Tuition Payment Policy

Tuition and fees are due on the dates specified in the enrollment agreement and/or invoice. Parents/guardians are responsible for ensuring that payments are made in full and on time.

Tuition Assistance

Each year St. Rose of Lima School provides the opportunity for families to apply for Tuition Assistance based on financial need and available funds. 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 Delinquency

If an outstanding balance remains beyond the specified deadline, the student associated with the overdue account will lose the ability to participate in or attend all extracurricular activities or other school-sponsored events. An administrative hold may be placed on the student's account, which could, amongst other things, prevent access to student records, re-enrollment for subsequent academic periods, or the issuance of transcripts. Upon the third missed tuition payment, if no approved payment arrangement has been made, the student will be unenrolled from St. Rose of Lima School.

Tuition For Eighth Grade/Seniors And Outgoing Transfer Students

For students eligible for graduation, an outstanding tuition balance will result in the student being ineligible to participate in graduation ceremonies, including walking for graduation.

Tuition for Withdrawn students

For students who withdraw during the school year, tuition will be prorated through the student's official withdrawal date. No refunds will be issued unless tuition has already been paid in full for the school year. When tuition has been paid in full, any eligible refund will be based on the prorated tuition amount. Any emergency circumstances or concerns regarding tuition or withdrawal must be directed to both the principal and the Business Office.

Home And School 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: lunchroom, 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.

Volunteers And Chaperones

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.

Volunteer Requirements

Any adult who wishes to volunteer with St. Rose of Lima School in any capacity must sign the Disclosure and Authorization Form and give consent to the Diocese of Camden to conduct a background check. All adult volunteers must complete the Universal Fingerprint Form by IdentGo and be fingerprinted by the New Jersey State Police. Adults cannot have any contact with students in this school until the Principal or Safe Environment Coordinator (SEC) has received a copy of their clearance letter from the Office of Child & Youth Protection. In addition, the Diocese of Camden requires all adults in regular contact with minors to complete a safe environment training session called VIRTUS® Protecting God's Children (PGC). Adult volunteers are required to attend a PGC session within 60 days of initial contact with students. If a volunteer misses this deadline for whatever reason, the adult will not be allowed to volunteer until the PGC requirement is completed.

Volunteer Expectations

Volunteers are vital to our school community and cleared volunteers serve at the principal's discretion. All volunteers must agree to uphold and support St. Rose of Lima School's Catholic identity, mission, and values, and adhere to our parent conduct requirements. Violating conduct requirements or safe environment requirements may result in dismissal from volunteer activities temporarily or permanently.

The volunteer serving three or more days will be required to have criminal background clearances.

Required Lunch Duty

Each family has two options to fulfill their 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 online

- 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 duty.

Recess responsibility:

- The calendar may also be accessed by going to 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 duty, please call ASAP! If at all possible, please give a day or two days' notice to the school. Cancelled days will be rescheduled.

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.

Forgotten Lunches and Other Belongings

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.

A forgotten lunch or other necessary item may be brought to school and placed in the drop box outside the main entrance. All items must be clearly labeled with the student's name and grade. The receptionist will retrieve the item and make sure it is delivered to the student.

Outside Promotions/Solicitations and Political Activity

Outside promotions and/or solicitations, and all political activity, are prohibited on the school grounds or in any electronic forum related to school activities.

Revisions 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 all policies as deemed necessary.

- Revision: August 2022
- Revision: February 2023
- Revision: August 2023
- Revision: October 2023
- Revision: October 2024
- Revision: July 2025
- Revision: August 2026