

# St. Rose of Lima School

## Parent/Student Handbook 2018-2019



*Please keep this copy of the  
Parent/Student/PTG Handbook in a*

*convenient place in your home.  
The School Office will provide the  
necessary pages or corrections  
and/or deletions etc. on an annual  
basis to enable you to update your  
handbook.*

Revised August 2018

# St. Rose of Lima School

## Kindergarten–Grade 8

278 Alvarado Street, Unit 2  
Chula Vista, CA 91910-4691  
(619) 422-1121  
(619) 422-8007 Fax  
Web site: [www.strosecvschool.com](http://www.strosecvschool.com)  
e-mail: [strose91910@yahoo.com](mailto:strose91910@yahoo.com)

Accredited by:

*The Western Association of Schools and Colleges*

*The Western Catholic Education Association*

**OFFICE HOURS:**

**Monday-Friday 7:30 a.m.- 3:30 p.m.**

If parents would like an appointment with a teacher or the principal, a call may be made to the school office or a note can be sent to the teacher to establish a mutually agreeable time.

# Parent/Student Handbook

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## INTRODUCTION

The purpose of this handbook is to familiarize you with certain policies and practices of the school. By informing you of the school regulations, and continually trying to work closely with you, it is hoped that home and school together will enable your student to profit from the Catholic education we provide here at St. Rose of Lima.

Parents and students are responsible for knowing the policies and procedures in this handbook. An “I have read and understand the policies of St. Rose...” verification card is to be signed and returned to school by the first day of school.

It is understood that the policies contained in this handbook are the governing policies of the school. All decisions made by the pastor, principal, and/or School Advisory Council will follow the policies outlined herein.

PASTOR      Father Miguel Campos

PRINCIPAL   Mr. Jeff Saavedra

VICE-PRINCIPAL   Mrs. Maureen Modafferi

VICE PRINCIPAL   Mrs. Mary Ellen Drop

## SCHOOL MISSION STATEMENT

The mission of St. Rose of Lima School Community is to empower students to reach their spiritual, academic, social, and physical potential as they live their lives based on Catholic values.

## SCHOOL PHILOSOPHY

The philosophy of St. Rose of Lima School Community believes in and is committed to:

- working with parents “...who are first to communicate the faith to their children and to educate them”
- fostering within our students the teachings and traditions of the Catholic Church providing opportunities for students to pursue their spiritual, intellectual, psychological, physical and social development
- helping students become strong members of family, church, civic, economic, and global communities
- developing the skills necessary for students to cope with the challenges of daily life and to serve God and each other

## STUDENT VERSION OF THE SCHOOLWIDE LEARNING EXPECTATIONS

(to be memorized by all students)

A St. Rose of Lima Student is a:

- knowledgeable, prayerful, spirit-filled **CATHOLIC**
- confident, competent, lifelong **LEARNER**
- articulate, effective, poised **COMMUNICATOR**
- responsible, loyal, active **COMMUNITY MEMBER**
- accepting, responding, globally-aware **STEWARD**  
who then becomes a grateful, hopeful, peace-loving **CITIZEN**

## **SCHOOLWIDE LEARNING EXPECTATIONS**

### **RELIGIOUS**

Each student of St. Rose of Lima School is expected to:

- develop a strong religious and spiritual formation of conscience and character
- have a basic knowledge of the teachings of the Catholic Church
- learn the truths of the Catholic faith, put these truths into action and live according to Gospel teachings
- respect life and all of God's creation
- make moral decisions according to Christian teaching and to live by these values
- recognize the values of respect, honesty, integrity, and sense of personal responsibility
- establish a personal prayer life
- participate in the sacraments, liturgical celebrations and music, prayer services, retreats, scripture readings, and service projects
- continue ongoing spiritual development and service to God

### **INTELLECTUAL**

Each student of St. Rose of Lima School is expected to:

- master the basic learning skills as defined by the Diocesan Curriculum Guidelines
- explore opportunities within the visual and performing art areas
- apply technological resources to problem solving
- demonstrate the ability to research, interpret, synthesize, and evaluate information
- express ideas in a logical, coherent manner both in speech and writing
- become self-motivated and learn to work independently and collaboratively
- develop and apply critical thinking, processing, and reasoning skills

### **PHYSICAL**

Each student of St. Rose of Lima School is expected to:

- recognize the importance of his/her role in maintaining good health and a sound body through physical fitness and good nutrition
- have a knowledge of and appreciation for a variety of physical activities
- have opportunities to develop motor and kinesthetic skills by participation in personal fitness activities and team sports
- demonstrate good sportsmanship
- recognize the talents of others as gifts to the school community

### **PSYCHOLOGICAL**

Each student of St. Rose of Lima School is expected to:

- set goals, establish priorities, make informed decisions, and follow through on them
- exhibit self-confidence, motivation, and an interest in lifelong learning
- adapt to a changing environment and cope with stress in an appropriate manner
- show respect for him/herself and others
- understand social obligations and responsibilities
- comprehend and use his/her own unique gifts and talents and appreciate those of others

### **SOCIAL AND CULTURAL**

Each student of St. Rose of Lima School is expected to:

- demonstrate the habits of good citizenship and social responsibility



- seek peaceful means of conflict resolution
- adhere to family values of fidelity, loyalty, forgiveness, and thankfulness
- exhibit tolerance of racial/social differences
- be aware of global issues and the mission of the Church
- assume roles of leadership
- take measures to protect the environment

### **A BRIEF HISTORY OF ST. ROSE OF LIMA SCHOOL**

St. Rose of Lima School is a parochial elementary school accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges located in Chula Vista. It serves students in grades K-8. St. Rose of Lima School opened in 1948 under the direction of the Benedictine Sisters.

St. Rose of Lima School is staffed by lay faculty members who work to share their rich faith-life with the students. In addition to nine classroom teachers, the staff includes a computer teacher, a science teacher, a music teacher, an art teacher, two physical education teachers/coaches, a resource teacher, instructional aides, a Catholic Charities psychology intern, and extended day care personnel.

The School Advisory Council assists the pastor and principal in the policy formation and development of the school. The areas in which the Council has responsibility and is consulted regarding policy are planning, finance/budget, curriculum, staff evaluation and review, selection and evaluation of principal and Parent Teacher Group (PTG) issues.

The Parent Teacher Group provides active support for many facets of the school program. In addition to providing help during the school day, parents initiate and carry out a full calendar of fundraising activities, which brings substantial income to the school.

St. Rose of Lima School staff evaluates and revises curricular areas on a regular basis. A variety of up-to-date instructional techniques are employed to keep students personally involved in daily learning.

St. Rose of Lima School Community continues to evaluate its programs and services, to communicate with parents, students, and community members so that school and student growth are commensurate.

POLICY FOR CATHOLIC SCHOOLS MANUAL, formulated by the San Diego Diocese, establishes the policy parameters within which this school operates. A copy of this manual is always available in the school office.

## **PERSONNEL**

Kindergarten	Mrs. Juliane Garay
Grade 1	Mrs. Maureen Modafferi
Grade 2	Mrs. Myna Harper
Grade 3	Ms. Donna Judge
Grade 4	Miss. Taylor Greulich
Grade 5	Mrs. Mary Ellen Drop
Grade 6	Mr. Michael Hart
Grade 7	Ms. Jennifer Frampton
Grade 8	Mrs. Evelyn Urbiztondo
Computer	Mrs. Robin Pulido
Science	Mrs. Diana Cortes (K-5)
Resource	Mr. Rush Glick

## **CLASSROOM AIDES**

Mrs. Carmelita Palabay (Kindergarten)  
Mrs. Norma Soria (Grade 1)  
Mrs. Maria Garcia (Grade 2)  
Mrs. Patricia Hart (Grade 3)  
Mrs. Gretchen Schaar (upper grades)

## **COORDINATING STAFF**

Art	Mrs. Sarah Conley
Music	Mr. Joseph Advento
P.E./Coaches	Mrs. Nancy Atkinson Mr. Brian Moore
Admin Assistant/Accountant	Mrs. Ines Stonehouse Mrs. Adrianna Ceja-Melvin
Front Office	Mrs. Sylvia Castillo
School Psychologist	Catholic Charities
Extended Day Care	Ms. Judith Villareal, Mrs. Blanca De la Torre Mrs. Sylvia Harrington
Lunch Aides	Ms. Barbara Jensen Mrs. Judith Villareal
Maintenance	Ms. Jonee Hayward
Preschool	Mrs. Glenda Martinez, Director Mrs. Patricia Marquez Mrs. Cinthia Chavez Mrs. Zaid Rivas-Lares

## **PTG OFFICERS**

President	Mrs. Glenda Kikunaga
1 <sup>st</sup> Vice President	Mrs. Magdalena Laffaye
2 <sup>nd</sup> Vice President	Mrs. Diana Jackson
Recording Secretary	Mrs. Elizabeth Reyes
Corresponding Secretary	Mrs. Christina Vasquez
Treasurer	Mrs. Erin Huls
Christian Action Coordinator	Mrs. Heather Michel
	Mrs. Marissa Arellano
Board Member	Mr. Ana Hermosillo
	Mrs. Carla Salvatierra
	Mrs. Gabriela Lopez-Hodoyan
	Mrs. Allyn Dawson
	Mr. Monica Abdelsayed

## **SCHOOL ADVISORY COUNCIL**

Pastor	Father Miguel Campos
Principal	Mr. Jeff Saavedra
P.T.G. President	Mrs. Glenda Kikunaga
Religious Education Director	Sr. Patricia Weldon
Chair	Mr. Edwin Cespedes
Vice Chair	Mrs. Ina Campos
Secretary	Mrs. Vanessa Amarillas
General Board Member	Mrs. Leticia Polanco
General Board Member	Mr. Charles Laffaye
General Board Member	Mr. Alexi Rabay
General Board Member	Mr. Cesar Gonzales

## GENERAL INFORMATION

### NON-DISCRIMINATION STATEMENT

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### ADMISSION PROCEDURES – GENERAL POLICY

The following procedures are followed when admitting new students to St. Rose of Lima School:

1. Official registration forms are available from the school office beginning on the second Monday in January.

2. A date is set for each child (kindergarten and grade 1) to be interviewed by a member of the Admissions Committee. The Admissions Committee will determine grade placement.
3. If applicable (for grades 2-8), a review of school records of a prospective student will be made. An interview with the principal will also be scheduled.
4. Admission will be determined according to the following criteria:
  - Priority 1: Families with siblings already in attendance at St. Rose of Lima School, who are registered, who actively support St. Rose of Lima Church and who regularly attend Mass as verified by the use of church envelopes and who submit their registration forms by required dates.
  - Priority 2: If room is available, families who are registered and who actively support St. Rose of Lima Church as stated above.
  - Priority 3: If room is available, transferring Catholic school students whose parish of residence is St. Rose of Lima and who actively support St. Rose of Lima Church as stated above.
  - Priority 4: If room is available, students of families registered in parishes with no Catholic schools.
  - Priority 5: If room is available, transferring parish students who previously attended public schools.
  - Priority 6: If room is available, other students, who by their behavior and attitude demonstrate an acceptance of the St. Rose of Lima School philosophy.

Those children wishing to enter Kindergarten must be five years of age by September 1. New students wishing to enter Grade 1 must be six years of age by September 1.

## IMMUNIZATIONS

Students entering St. Rose for the first time must bring proof to the school office of the month and year of the following immunizations:

**Polio 4 doses at any age, but...** 3 doses meet requirement for ages 4–6 years if at least one was given on or after the 4th birthday<sup>1</sup>; 3 doses meet requirement for ages 7–17 years if at least one was given on or after the 2nd birthday.<sup>1</sup>

### **Diphtheria, Tetanus, and Pertussis**

*Age 6 years and under:* DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) **5 doses at any age, but...** 4 doses meet requirements for ages 4–6 years if at least one was on or after the 4th birthday.<sup>1</sup>

*Age 7 years and older:* Tdap, Td, or DTP, DTaP or any combination of these **4 doses at any age, but...** 3 doses meet requirement for ages 7–17 years if at least one was on or after the 2nd birthday.<sup>1</sup> If last dose was given before the 2nd birthday, one more (Tdap) dose is required.

**Measles, Mumps, Rubella (MMR)**

**Kindergarten: 2 doses<sup>2</sup>** both on or after 1st birthday.<sup>1</sup>

**7th grade: 2 doses<sup>2</sup>** both on or after 1st birthday.<sup>1</sup>

**Grades 1–6 and 8–12: 1 dose** on or after 1st birthday.<sup>1</sup>

**Hepatitis B<sup>3</sup> Kindergarten: 3 doses at any age**

**Varicella 1 dose** for children under 13 years; **2 doses** for ages 13–17 years.<sup>4</sup>

**Tdap Booster (Tetanus, reduceddiphtheria, and pertussis)**

**7th - 12th grade: 1 dose** on or after 7th birthday.<sup>5</sup>

- 1 Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
- 2 Two doses of measles-containing vaccine required. One dose of mumps (Kindergarten only) and rubella-containing vaccine required.
- 3 No longer required for 7th grade beginning July 1, 2011.
- 4 Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.
- 5 Tdap, DTaP, or DTP given on or after 7th birthday will meet the requirement. Td does not meet the requirement.

State regulations demand that each kindergarten student and any new student have a California Immunization Record on file. Failure to provide the requested verification will result in a delay in a student starting school in September. Students who attended St. Rose last year need only to have cards kept current. If the student has received any immunization during the summer, or if there is additional information that should be listed on the health card, please bring dates and/or information to the school office when the student returns to school in September.

TUITION POLICY

<u>1. TUITION</u>	<u>SUPPORTING PARISHIONERS</u>	<u>NON-CHURCH OUT OF PARISH</u>
1 Student	\$5,710 per year	\$ 6,200 per year
2 Students	\$9,995 per year	\$12,400 per year
3 Students	\$14,280 per year	\$18,600 per year
4 Students	\$18,565 per year	\$24,800 per year
<u>2. REGISTRATION FEES</u>		
First Student in Family	\$390.00 per year*	
Additional Student	\$280.00 per student per year	

\*This fee is paid once when parents return their signed Parent. Additional student fees are due four weeks later. This fee covers the following items:

\*Consumable books, weekly magazines, cultural enrichment, paper supplies, forms, duplicating supplies, testing fees, mandatory accident insurance, Christian Action activities, school calendar, earthquake materials, PTG dues, science, computer lab fees and 8% of annual building loan.

### 3. F.A.C.T.S. MANAGEMENT

Tuition is to be paid annually through the FACTS. Tuition Management Program with monthly payment installments to be decided by each family (10-month, 11-month, or 12-month plan). Whatever plan is selected, the last monthly payment is to be in May at the end of the school year.

The full yearly tuition rate may be paid by June 30 of the prior school year. A two percent discount (cash/check) will be applied. This payment is made directly through FACTS.

There is annual enrollment fee charged by FACTS to be paid by each family. This fee will be deducted upon receipt of the FACTS Tuition Payment Agreement.

### 4. LATE FEES/DELINQUENT ACCOUNTS

All tuition is due and payable on the fifth or twentieth of the month. Tuition is payable on a monthly basis beginning in June and ending in May. Families wishing to pay a lump sum at the beginning of the school year are encouraged to do so and qualify for a two percent discount. Payment in this manner is greatly appreciated. Tuition and other payments may be requested in cash or by a cashier's check after second family check has been returned for nonsufficient funds.

St. Rose of Lima School's policy of dealing with delinquent tuition will be as follows:

- (1) Any account that is delinquent for three (3) months will be sent to the finance committee for review. The school may withhold academic services until such time as the account is made current or a mutual agreement as to payment has been made.
- (2) Any account delinquent for six (6) months will be sent to a collection agency or pursued through court.
- (3) At the time of registration all tuition and fees uncollected from the previous year must be paid in full. If a delinquency exists, no student from that family will be registered.
- (4) No June report card will be given to a student of any grade if tuition, fees, and other responsibilities are not met.
- (5) No diploma and/or report card will be given to a graduating eighth grader if tuition and graduation fees are not fully paid by graduation day.

In accord with Diocesan policy, a notice will be sent to the student's high school recommending a denial of acceptance in the case of an eighth grader with outstanding tuition and fees.

### 5. TUITION FINANCIAL ASSISTANCE (Bishop Flores, Blessing Our Future)

St. Rose of Lima School offers financial tuition assistance to needy, supportive families of

the parish. An application form is available to all those who cannot meet the requested tuition rate. This application may be completed through TADS tuition management no later than March of the current year. This application is for assistance for the next school year. Notification of tuition assistance is made in May.

6. SCRIP PROGRAM

This and all other areas of financial/family responsibilities will be monitored through the parent portal through Gradelink.

7. CHURCH PARTICIPATION

All families who have students at St. Rose of Lima School are expected to contribute to the support of the parish in a regular manner as verified using weekly church envelopes. All Catholic parents have a responsibility to attend Mass and to bring their students on the days required for the worship of God (Sundays and Holy Days). A monthly review of envelope usage will be conducted.

8. P.T.G. SERVICE HOURS

In September of each year, the P.T.G. distributes a handbook which includes information regarding P.T.G. service hours. All SRL families are responsible for keeping service hours current. The service hour obligation is 30 hours per year. Please refer to the PTG Handbook.

9. FUNDRAISING

Each St. Rose of Lima School family is to support the school’s fundraisers as indicated below. A family can fulfill its obligations by participating in any of the following fundraisers (excluding the scrip program):

FUNDRAISER	% APPLIED TO COMMITMENT	DATES
Halloween Carnival	40% on prepaid bracelets only	October 26
Pop for Christ 5-K Run		September 22
- Participants	100%	
- Sponsorships	100%	
Chocolate Sales	\$30 per box_____	February
Art Show	Silent Auction	March 22
Golf Tournament		May 19
- Sponsorships	90%	
- Participants	40%	
- Raffle Tickets	50%	

\*Please note that the PTG is sponsoring five major fundraisers this school year. Earn your \$200 early.

## FAMILY COMMITMENT AGREEMENT

We understand that tuition and fees cover only a part of the total cost of educating our children. To make up the difference between the actual cost to educate one student and the tuition, we will support the school's fundraisers and scrip program.

RE-ENROLLMENT OF YOUR STUDENT(S) FOR THE FOLLOWING SCHOOL YEAR AND/OR GRADUATION OF YOUR STUDENT IN JUNE WILL BE BASED ON THE COMPLETION OF ALL OF THE FOLLOWING:

- Full payment of tuition
- Participation in school fundraisers (\$200 per family)
- Earning of 30 service hours
- Participation in scrip program/purchasing of scrip (recommended amount \$2,000/12 months)
- Church attendance/support as indicated using weekly envelopes

## 10. SAFE ENVIRONMENT CERTIFICATION

Adults wishing to volunteer at St. Rose of Lima School must be Live scanned. Forms are available in the school office and the cost per person is usually between \$60-\$80.

\*\*A certification of completion must be on record in the school office.

## COUNSELING

The goal of a counseling program is to provide students, teachers, and parents with mental health guidance in order to provide a better learning environment in the classroom.

Counseling is designed to remove emotional roadblocks which often interfere with a child's ability to learn. Parents are welcome to confidentially discuss their concerns about their student(s) with the school principal and when deemed necessary, the school psychologist provided by Catholic Charities. Students may be self-referred, or referred by a teacher or the principal. Unless the school is notified in writing, all students may participate in the counseling program. If a student needs to be seen, parents will be notified and written consent must be on file. In each case, when a student is seen by the school psychologist, the aim is to provide positive communication and feedback to the faculty, parents, and student.

## REPORTING TO PARENTS

The school voluntarily complies with the Buckley Amendment which states that non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. It is suggested that divorced parents file a notarized copy of the custody section of the divorce decree with the school in order to protect the rights of everyone in the family.

## RELEASE OF DIRECTORY INFORMATION

The directory information (Roster of Families) is released to only the staff, the head room



mother, and the Christian Action Grade Chairs. The roster is to be regarded as confidential.

St. Rose of Lima is not permitted to furnish a list of student names and addresses to be used for commercial purposes nor shall St. Rose allow photographs of students for publication without parental consent.

ORIENTATION MEETINGS

Each teacher provides an orientation meeting for parents at the Parent Orientation Night held in August.

PARENT – TEACHER CONFERENCES

Mandatory conferences take place every November at report card time. The parent receives the student’s report card after discussion with the teacher. Thereafter, conferences may be held on any date at the discretion of the parent and/or teacher. These may be arranged by a note or email from the parent or teacher or a phone call to the office.

PARENT NEWSLETTER

The Parent Newsletter, is posted online by the principal on a weekly basis. Scrip order forms and other pertinent information are sent home weekly by the principal at the beginning of the week in a special family envelope. The envelope is to be signed by a parent and returned to school on the next day. “Special notices” to parents are sent home with the students as needed. Parents should check with students each day. There will be a \$1.00 charge for a replacement family envelope.

PARENT CONTRACT

The Parent Tuition and Policy Agreement are sent home the second week of March. Parents are required to initial each area of concern and sign where indicated. Diocesan policy mandates that these agreements be on file at the school for each family.

GOVERNMENT PROGRAMS

The principal works closely with both the Chula Vista Elementary and the Sweetwater Union High School Districts regarding government funds. When the principal is notified of the St. Rose of Lima School allocations, budgets for each program are formulated to meet the Federal regulations. These monies are then used to enhance the educational program at St. Rose.

II. SCHOOL PROCEDURES

SCHOOL HOURS

(Grades K-8)

Monday- Friday

Schedule

6:30 – 7:45..... Extended Day Care

7:45..... Rooms Open

8:00.....	Opening Exercises (Thursday all school assembly)
8:10.....	Period I
9:00.....	Period II
9:50.....	Recess 1 (4-8)
10:05.....	End of Recess 1 (4-8), Recess 2 (K-3)
10:20.....	End of Recess 2 (K-3), Period III Begins (4-8)
11:00.....	Period IV
11:45.....	Lunch
12:15.....	End of Lunch
12:20.....	Period V
1:05.....	Period VI
1:50.....	Period VII
<b><u>(1:55 – Monday Dismissal)</u></b>	
2:35.....	Closing Exercises
2:45.....	Dismissal

For safety and insurance reasons we ask that no student arrive at school before 7:45 a.m. unless a student is involved in a supervised before school activity or in extended day care. The school will accept no liability for students on the school grounds or parish grounds before that time. All students are to depart the school grounds by 3:05 p.m. unless, again, they are involved in a supervised school activity or in extended day care. At the 2:45 p.m. dismissal (1:55-Mondays), students are to go to the traffic pick-up line, or go directly to the daycare room or to an adult supervised activity area. \*\*\*Please refrain from having your child(ren) use the field/playground equipment after school hours even with parent supervision.

### TARDINESS

**It is the parent’s responsibility to see to it that students arrive at school by 7:45 a.m.** On the morning of class attendance at the 8 a.m. Mass students are to arrive at school by 7:45 a.m. (Mondays-Grades 6, 7, 8; Wednesdays-Grades 1, 2, 5; Fridays-Grades 3, 4). Students arriving after 8:00 a.m. must report immediately to the school office for a tardy slip and then to their assigned classrooms.

Persistent tardiness, 3 or more per quarter, will result in an email from your child’s teacher. Four tardies in one quarter will result in will result in a loss of morning recess for the week. Persistent tardies beyond that, will be addressed individually by the principal.

## ATTENDANCE RULES

1. Attendance and tardiness are recorded on the student's permanent record.
2. A parent is required to notify the school office prior to 9:00 a.m. of a student's absence. Students must still bring a written absentee excuse on return following the absence.
3. Excessive absences may result in loss of class credit and is subject to teacher/principal review.
4. Every effort should be made to schedule doctor and dental appointments outside of school hours. Students who are to be excused before regular dismissal time for medical or dental appointments must present written permission from a parent or guardian. This request is to be given to the teacher in the morning. Students will be dismissed from the school office only. Parents or guardians must sign out the released student with the school secretary. Permission from the principal must be granted to leave campus during school hours.
5. Students keeping doctor, dental or clinic appointments during school hours must return with a medical office verification slip of said appointment. **Without, this slip, the absence is considered an unexcused.**
6. Students who have missed a school day or portion of it are responsible for making up assigned work at the discretion of the teacher.
7. Students participating in an after-school sponsored activity, i.e., athletic practices, games, scout meetings, ASC meetings, **must not leave the school grounds** while waiting for their activity to begin. Ex: KFC and/or 7/11 or other establishments are off-limits.
8. A student who is truant or leaves the school grounds without permission will be called before the principal and may be subject to a hearing before the review board. Each case will be treated individually and proper disciplinary measures taken.
9. All requests for visitation by students not currently enrolled at St. Rose of Lima School must first be cleared with the principal at least 24 hours prior to the visit. This rule also applies to any SRL student who wishes to take part in any activity at another school.
10. In case of long-term absences (3 or more days), parents must apply for permission from the principal and notify their student's teachers at least one week prior to departure. It will be up to the discretion of the teachers if advanced assignments will be given and when missed work will be made up.
11. A student may not attend a school sponsored event on the day/evening of an unexcused absence (i.e. Halloween Carnival, sporting event, etc.).

P. RECESS

At midmorning, students and teachers will take a break according to the bell schedule. Students are not allowed to use their personal balls, radios, games, or toys during recess or lunch. Students who violate this rule will have their personal belongings confiscated until the end of the school day at which time they will be returned. Students who repeatedly violate this rule will have their personal belongings confiscated until the last day of school in June.

LUNCH PERIOD

Students are to eat lunch on the school grounds unless the parent notifies the office of other arrangements in writing. Parents bringing lunches to school for a student must bring them to the school office and not to the individual classrooms or to students at the lunch tables at the beginning of the lunch period. **All lunches are to be marked with the student's name.** Parents are strongly encouraged not to bring lunches from "fast food" establishments. Parents are not to sit with students during lunch. Please refrain from excessive off-campus lunch dates with your children. (1-2 times per month is acceptable.) Lunch time is from 11:45 am to 12:15 pm. Returning to school from lunch after the 30 minutes allowed will be considered an unexcused absence/tardy. Students are to be courteous and obedient to the supervisors of the lunchroom/areas. No food, beverage, or gum is permitted in the classroom or lavatories. **Glass containers are not allowed on campus at any time.** Grades K-3 will play first, then eat lunch, while Grades 4-8 will eat first, then play. Parents of students in Grades K-3 must notify the school office in writing if they feel their student needs more than the scheduled fifteen minutes for lunch. Upon written notification, additional time will be given to the student. When the bell rings for the end of recess and lunch, a mandatory "freeze" period (30 seconds) occurs before students proceed quietly to their classrooms.

HOT LUNCH

Provided by San Diego Catering (Monday-Friday), parents have the option of selecting a daily hot lunch menu item for their child. An order form (one per student) is to be completed on a monthly basis with payment accompanying the form. The form can be found on the school website. The price for the basic menu selection is \$4.00 (main entrée or salad, milk/water and dessert). On Fridays students have an option of ordering milk/water or soda (provided by the ASC). Checks are to be made payable to San Diego Catering.

DISMISSAL

TUESDAY through FRIDAY school dismissal time is 2:45 p.m. All students should be off campus by 3:05 p.m. MONDAY school dismissal time is 1:55 p.m. All students should be off campus by 2:10 p.m. Students remaining on campus after these times will be signed into St. Rose of Lima's Extended Day Care Program and charged accordingly. **Students are NOT allowed to play on the field or playground equipment after school, even with parental supervision.**

All students should clean their desks and the area surrounding them so classrooms will be left in order at the end of each day.

All students participating in supervised athletic and /or school-related activities or ASC functions may remain on campus if they are directly under the supervision of a school approved adult. This is a state law and must be adhered to strictly. The school will accept no liability for anyone who does not adhere to this policy. Students will be allowed a 15-minute “pick-up” period after a supervised activity has ended before being signed into day care. Please refer to letter C.7 p.15.

Student athletes participating in off-campus practices must have a permission slip on file with the coaches. Parents driving students to and from practices must have a background check/Safe Environment certification and insurance information on file in the school office

### EXTENDED DAY CARE

Extended Day Care is available for St. Rose of Lima students only from 6:15 a.m. to 6 p.m. Parents are required to sign-in their student for the morning Extended Care and to sign their student out when s/he is picked up in the afternoon. Extended Care rates vary depending on the number of siblings attending. Extended Care bills are sent home with the family envelopes at the end of the month and are payable by 9 a.m. Thursday of the week they are sent home.

### EMERGENCY INFORMATION

Emergency information must be entered through the family’s Gradelink account. PARENTS ARE RESPONSIBLE FOR NOTIFYING THE OFFICE IMMEDIATELY OF ANY CHANGE OF ADDRESS, PHONE NUMBERS, RESPONSIBLE PERSONS, ETC.

### FORGOTTEN LUNCHESES, BOOKS, HOME EDUCATION ASSIGNMENTS, ETC.

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the office, not the classroom. Students may then come to the office at recess or lunch to collect anything left for them. **No parent may visit a classroom during school hours unless provision has been made for this through the principal or teacher.**

### LOST AND FOUND

Lost and Found items will be placed in the lost and found bin adjacent to the elevator on the ground floor. Students should check here if items cannot be found in the classroom/daycare. These items will be cleared out monthly and will not be held indefinitely. The student’s name must be placed on all clothing, lunch containers, backpacks, etc. All remaining items will be sent to the church pantry.

### MEDICATIONS

No medication, including Tylenol, will be given to students without written instruction from a student’s parent or physician. This medication, brought from home, is to be left at the office immediately upon arrival at school. A note with the student’s name and amount of dosage attached is mandated. All prescription medication must be in the original bottle.

## FIRE DRILLS

Fire/lockdown/disaster drills may occur at any time. Students will proceed to their assigned areas in silence. Teachers will acquaint all students with the proper procedure for evacuating the classrooms. Response to the fire drill is to be quiet and orderly.

## LOCK DOWNS

Procedures for a lockdown are reviewed on a regular basis. A PA announcement\* signifies the staff to lock classroom doors have students assume a duck and cover position.

\* “Teachers we are in a lock down. Secure all rooms.”

## DISASTER

Emergency dismissals may be made by the principal or a school representative when a serious condition such as sickness, accident, emergency home condition, etc., warrants it.

If an emergency occurs outside of school hours, listen to your radio station for instructions on school closure. St. Rose of Lima is an active member of the South Bay Emergency Crisis Response Task Force and in the event of any type of disaster the staff of St. Rose of Lima School is prepared to care for the students as outlined by the ERCM Task Force.

In case of an emergency, a staff member from St. Rose of Lima School will leave a school-wide message through School-Reach voice-messaging service, informing you of details and procedures the school is following. S. Rose has an active emergency/safety committee that meets throughout the year to determine necessary/additional protocol in case of an emergency.

\*\*In school-year 2018-2019, the staff of St. St. Rose Lima School will participate in the ALICE (*Alert, Lockdown, Inform, Counter, Evacuate*) training system. In light of the continued national news of campus intruders, SRL is being proactive in its approach to learn and implement the most up to date methods in dealing with a lockdown situation.

## EARTHQUAKE DISASTER

In case of an earthquake or other similar disaster, St. Rose of Lima School is required to be able to take care of your student’s needs for up to 48 hours. In order to achieve this goal, the school has purchased necessary Earthquake/Disaster Kits (water, food, blanket).

**Medication (if necessary) for a 48-hour period, properly identified with complete instructions must be sent to school by the end of the first week of school.**

Each child is responsible for having an emergency kit in the classroom with the following items:

- Granola/snack bar
- Juice/water bottle
- Note from parent/guardian

**Please send your child’s kit within the first 3 days of school.**

Following a major earthquake, students are to remain at the school for two hours. This wait time is necessary to give the city time to clear roads of fallen electrical wires and check broken gas lines. Parents are advised to wait two hours before attempting to retrieve their students. During this disaster period, each student will remain at the school under the teacher's guidance until his/her parent or designated emergency contact personally arrives to care for his/her own student.

#### SAFE ENVIRONMENT TRAINING

The Diocesan wide "No-Go-Tell" training for all students is done in the first week of May. Every family receives a packet of information which supplements the in-class training received by all students.

**EXIT AND ENTRANCE OF VEHICLES**

*Morning Drop-Off*

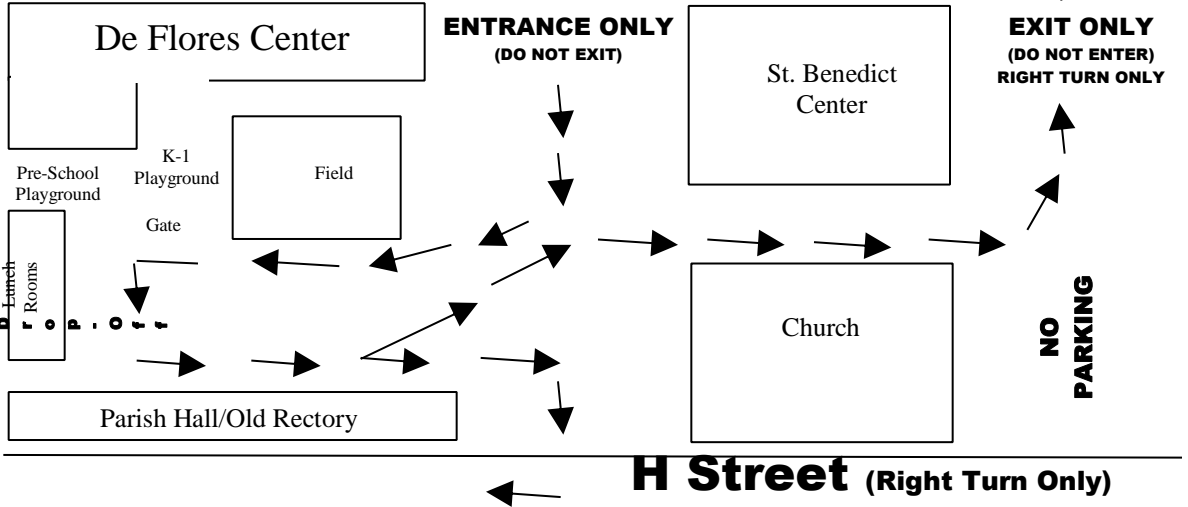
Drive into the school by taking 2<sup>nd</sup> Avenue to Alvarado Street.  
Do not turn into Alvarado Street from 3<sup>rd</sup> Avenue.



Do not drive this way into school

**Alvarado Street**

**← INTO SCHOOL**



*Afternoon Pick-Up*

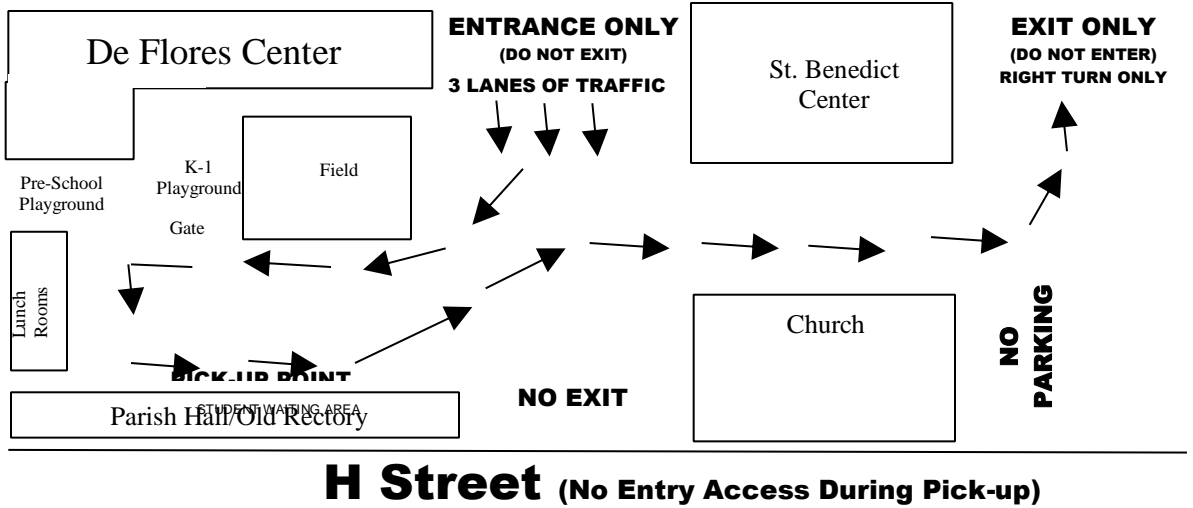
Drive into the school by taking 2<sup>nd</sup> Avenue to Alvarado Street.  
Do not turn into Alvarado Street from 3<sup>rd</sup> Avenue.



Do not drive this way into school

**Alvarado Street**

**← INTO SCHOOL**





**\*\*For the safety of all concerned, the directions of staff on traffic duty, before and after school, are to be strictly obeyed.**

1. In the morning, drivers should drop off students in front of the lunchrooms (old grades 5, 6, 7, 8). Students will enter the campus through the gate located west of the field and K-1 playground.
2. In the afternoon, drivers should drive as far as the rear of the St. Benedict Center forming three lines. Students are to be picked up adjacent to the Parish Hall/Old Rectory.
3. Drivers who must wait for students who are delayed will be directed to park in the spaces behind the church.
4. Parents are not to park in the church's EAST driveway.
5. **NO playing on any area of the school grounds after school without school sponsored supervision.**
6. Students are **not** to be dropped off at KFC before school nor are they to wait for their rides at KFC after school.
7. Parents and students are to cross Alvarado at the corner of Alvarado and Third and enter the campus using the walkway adjacent to the De Flores Center.

#### CHILD ABUSE REPORTING OBLIGATIONS

In accord with Diocesan policy and California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected student and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

#### ASBESTOS

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed by St. Rose of Lima School and monitored by the Diocese of San Diego. An in-house management program approved by the Diocese has been followed. This management program controls fiber release to ensure that the day-to-day management of the buildings is carried out in such a fashion as to prevent injury to students, staff, and others. The new De Flores Center does not contain any asbestos.

## MASS ATTENDANCE

Students in grades K-8 will worship together as a school community approximately twice a month by attending Student Body Liturgies normally held at 9 a.m. on Tuesday. Students in grades 1-8 are required to attend one 8 a.m. (weekday) Mass with their individual classes. Students are to arrive on campus by 7:45 a.m. After reporting to their classrooms, they will proceed to church with their teachers. Students arriving after 8 a.m. will remain in the classroom with an assigned supervisor and complete a written assignment. Parents are strongly encouraged to celebrate the Eucharist with their students.

### 8 a.m. Weekday Mass Assignments

Monday	Wednesday	Friday
Grades 6, 7, 8	Grades 1, 2, 5	Grades 3, 4

A school family Mass will normally be celebrated at 8:30 a.m. on one Sunday per month. All school families are cordially invited to attend this Mass. Please check the school calendar for the date(s) of your children's Class Family Mass

## ACADEMIC INFORMATION

**AS A RESULT OF THE ON-SITE VISITATION IN MARCH 2017, ST. ROSE OF LIMA SCHOOL HAS BEEN GRANTED FULL W.A.S.C./W.C.E.A. ACCREDITATION FOR THE MAXIMUM PERIOD OF SIX YEARS (JUNE 30, 2023).**

## GRADING POLICY

The administration and faculty of St. Rose of Lima School are seeking to measure total student performance: in class work, home education assignments, evaluative testing performance, class participation, and, where appropriate, work on special projects. Written grades will be given to keep students and parents aware of performance. We expect that students work to the best of their ability. Any matter involving a student's work or behavior must be taken up with the teacher first.

St. Rose of Lima School utilizes **Gradelink** online grading system. This system enhances communication for parents/guardians regarding their children's grades. **Parents are responsible for checking Gradelink on a regular basis.**

## REPORT CARDS

Report card grade are based on tests, assignments, and oral participation. In grades 4 – 8 the following marks are used:

I	II	III	I	II	III
A	93-100	Outstanding	C	73-76	Satisfactory
A-	90-92	Very Good	C-	70-72	Satisfactory Minus
B+	87-89	Good Plus	D+	67-69	Needs Improvement Plus
B	83—86	Good	D	63-66	Needs Improvement
B-	80-82	Good Minus	D-	60-62	Needs Improvement Minus
C+	77-79	Satisfactory Plus	F	59 and below	Unsatisfactory
NE	=	Not Evaluated			

In grades K-3 the following marks are used:

O	Outstanding		S	Satisfactory
VG	Very Good		S-	Satisfactory Minus
G+	Good Plus		NI+	Needs Improvement Plus
G	Good		NI	Needs Improvement
G-	Good Minus		NI-	Needs Improvement Minus
S+	Satisfactory Plus		U	Unsatisfactory
NE	Not Evaluated			

## PROGRESS REPORTS

Your child’s progress can be found on Gradelink. Parents are responsible for checking Gradelink on a regular basis.

## GRADING STANDARDS

### Grade of A: An “A” Student

1. Displays excellent understanding of material.
2. Turns in assignments on time which are thorough, very well written and often show originality.
3. Takes a leading role in most discussions.

### Grade of B: A “B” Student

1. Displays above average understanding of material.
2. Turns in assignments on time which are thorough and well written.
3. Takes an active part in most discussions.

### Grade of C: A “C” Student

1. Displays average understanding of material.
2. Turns in assignments which are usually on time and complete.
3. Often participates in discussions.

### Grade of D: A “D” Student

1. Displays below average understanding of material.
2. Turns in assignments which are often late, incomplete, or poorly written.
3. Seldom participates in discussions.

### Grade of F: An “F” Student

1. Has a very poor understanding of material.
2. Does no written assignments.
3. Rarely participates in discussions.

## A. HOMEWORK

Homework is given to reinforce ideas and skills presented in the classroom and serves as a preparation for the next day’s lesson. Written assignments are to be completed in a neat, legible and complete manner. Consequences for incomplete or missing homework are determined by the classroom teacher.

The time spent on homework should be quiet, uninterrupted and should not exceed the following for an average student on a daily basis:

Grades K-2	not to exceed ½ hour
Grades 3-4	not to exceed 1-1½ hours
Grades 5-6	not to exceed 1½ hours
Grades 7-8	not to exceed 2 ½ hours

Students should carefully plan their time when working on long-term research assignments to avoid last minute rush efforts.

## ACADEMIC PROGRAM

St. Rose of Lima School’s general curriculum integrates Catholic values in all subject areas and focuses on the development of the whole person. The faculty makes a conscious effort to ensure a high correlation between the school’s stated philosophy, school-wide learning expectations, and curriculum.

Catholic values are the foundation and focus of every area of the academic program. The scope and sequence developed by the publishing companies, in conjunction with the National Common Core Standards, has been adapted by the faculty to integrate Catholic concepts and skills into all subject areas. The faculty’s commitment to Gospel values is evident in their interaction with the students.

## RELIGION/FAMILY LIFE PROGRAM

This curriculum area is unique to Catholic education; therefore, St. Rose of Lima School is dedicated to fostering students who will:

- develop a relationship with God our loving Creator
- realize the responsibility of their unique roles in being Christians
- experience God in personal and liturgical prayer
- appreciate the Catholic teachings in Scripture, tradition, and salvation history

- make religion a way of life by loving and serving others
- recognize the supportive role of the Catholic church in times of need
- have a Christian view of sexual awareness and sexual maturity
- have respect for themselves and others

### FIELD TRIPS

Field trips vary each year. They are considered part of the curriculum and attendance is required. Students are required to present a permission slip from their parents for each event. The emergency medical forms completed by the parents at the beginning of the school year will cover any field trips taken by the students. No one may attend a field trip unless the necessary forms have been turned in to the teacher. Permission for a field trip may never be granted over the phone. Also, any restriction/additions made by a parent on a permission slip invalidates it and disallows a student from participating. Assigned chaperones must meet the Diocesan Safe Environment requirements. \*\*Use of a bus will be required for field trips that are out of the Chula Vista city limits.

### STUDENT OF THE MONTH

Each month of the school year, beginning with October and ending in May, individual classroom teachers will select two students from grades K-8 to be honored as “Students of the Month”. The students will be selected on the basis of demonstrating outstanding citizenship, exceptional effort, strong Christian principles, a general enthusiasm for learning or service/leadership qualities. Any one or combination of these criteria will be used by the staff to select those students to be honored. Each honoree will receive a pin, certificate, be included in a photo bulletin board display and will be the guest of the principal at a special breakfast held in their honor.

### ACADEMIC MERIT AND HONOR ROLL REQUIREMENTS

At the end of each quarter, an Honor Roll recognition will be given to those students in Grades 6-8 for First and Second Honors. Handwriting grades will not be used in calculating a student’s GPA. In addition, the student must also have “S” or above in computer, music, art, P. E., and General Study Skills, and “S” or above in Responsible Behavior in order to qualify for Honor Roll. Any earned grade of “D” will disqualify a student from honor roll status. **For first honors** (4.0 to 3.5 GPA), all grades must be “A” or “B”, no “B-” and at least a “G” or higher, no “G-” in art, music, computers, PE, conduct. **For second honors** (3.499 to 3.00 GPA), grades must be “A”, “B”, “C”, no “C-” and at least an “S” or higher, no “S-” in art, music, computers, PE, conduct. A+ = 4.0, A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67. Add up the point values for Religion, Reading/Literature, Language Arts, Spelling/Vocab, Math, Social Studies, and Science then divide by seven (7).

### CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

St. Rose of Lima School is proud to be a member of the California Junior Scholarship Federation, Chapter 844. CJSF, an affiliate of the California Scholarship Federation (high school level) and the Association of California School Administrators, fosters high standards

of scholarship, service, and citizenship. CJSF also emphasizes service to the school and the community while creating pride in scholastic achievement. Its motto is “Scholarship for Service”.

Individual student membership (grades 7 and 8) in the St. Rose chapter is based on grades earned each quarter. A point system, specified in the CJSF Constitution, establishes the membership requirements which essentially require that students do superior work in every subject.

Students who have qualified for membership in CJSF for 6 quarters during grades 7 and 8 may become HONOR AWARD MEMBERS, or seal bearers. HONOR AWARD students receive special recognition at St. Rose of Lima’s Court of Awards and graduation ceremony.

### SCHOLARSHIPS

At the end of the school year, scholarships are awarded. The number and value of these scholarships vary from year to year. Each scholarship specifies the accomplishments and/or qualities used as a basis for selection of winners. The criteria may include academic achievement, religious values, leadership, service to the community and respect for authority.

### COURT OF AWARDS

At St. Rose of Lima School, we encourage academic excellence from our students. To recognize the accomplishments of our students, an annual awards ceremony is held in May. It is an opportunity for the administration and faculty to recognize students who have excelled in academic achievements and school activities.

### JUNIOR HIGH ACADEMIC DECATHLON

Students in grade 6, 7, and 8 participate in the annual Diocesan Junior High Academic Decathlon. A team of twelve students selected by staff coaches represent St. Rose in this event usually held on the first Saturday in March. The decathlon includes team events such as the logic and super quizzes and individual events testing a student’s knowledge in the areas of religion, literature, language arts, fine arts, science, current events, mathematics, and social studies. The winning diocesan team then competes at the state level.

### SCIENCE FAIR

Students in grades 7&8 may participate in an annual science fair. Using the scientific method, students develop a hypothesis and subsequent science project to prove or disprove their statement of findings. All projects are displayed in the parish hall during Catholic School’s Week. Finalists move on to compete in the Greater San Diego Science and Engineering Fair.

### SPELLING CONTESTS

Throughout the school year students are encouraged to excel in spelling. Regular class work, oral competition, and creative writing exercises serve to keep students mindful of the importance of good spelling.

Junior High students have an in-house competition in February. The winner from eighth grade competes in the San Diego County Union Tribune county-wide spelling bee. In May, semi-finalists from grades three, four, and five are selected by the classroom teacher to compete in an in-house spelling bee. The three finalists from each class are awarded first, second, and third place awards.

### MATH CONTESTS

A written test administered to the entire class (Grades 7 & 8) will determine the finalists who will participate in the final math competition. First, second, and third place winners will receive awards.

### LIBRARY

The school library provides a wide selection of books for study and pleasure reading. New books are continually added to the shelves. School rules apply to the library. All students must regard the use of the library as a privilege. A quiet atmosphere is necessary as a courtesy to those who are reading.

Books are borrowed for a two-week period. The student who loses or damages a book will be required to pay the cost of the book. No refunds for “found” books will be given after the close of school in June. If this is not paid, report cards will be held.

Classroom teachers and instructional aides along with parent volunteers monitor library procedures. A librarian will be available on Wednesdays for special scheduling.

### ROBOTICS/ENGINEERING

St. Rose of Lima School offers an after-school STEM based Robotics/Engineering program. Recognizing the growing emphasis on STEM (Science, Technology, Engineering, Math), students who participate will develop skills in coding, building, programming and operating robots, and learning/applying various engineering skills.

### PROMOTION AND RETENTION

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade, with teacher evaluation and standardized test scores reviewed to form the basis of the decision.

A student will be retained after the classroom teacher has consulted with the principal and the parents. Parents who cannot accept the decision to retain their student, must sign a release form which will be kept with the student’s Cumulative Records. In the case where the school is firm in its decision to retain a student, that student will be retained or will be asked to seek another learning environment. Parents will be notified of the decision to retain a student by the end of the third quarter of the school year.

## U. GRADUATION

A graduation exercise for eighth grade students is conducted during the last week of the

school year. This consists of a Eucharistic celebration, an awards ceremony, and a brief reception for parents and friends of the graduates. Only St. Rose seventh and eighth graders are invited to remain after the reception for a social.

Portfolios Completion - As part of the graduation requirements, 8<sup>th</sup> grade students will create portfolios in late spring demonstrating their mastery of the school SLE's. Students will present their portfolios in front of a select panel. Students are scored based on their oral mastery and content of material.

**ALL UNIFORM CLOTHING IS TO BE PURCHASED THROUGH DENNIS UNIFORMS. UNIFORM CLOTHING MAY NOT BE REPLACED FROM OTHER SOURCES. THESE ARE TO BE OF UNIFORM STYLE AND COLOR. SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.**

#### **IV. DRESS CODE POLICY**

A generally neat, clean, un-faded uniform is expected for all students and must be purchased exclusively through DENNIS UNIFORMS, except for socks, hosiery, shoes and belts. All clothing is to be marked with the student's name. Shirts must be tucked in always. Shoelaces must be solid in color, either black or white and tied always. Slacks, shorts, and belts must be the correct size for the waist, and may not be oversized. Shorts must be at least mid-thigh in length, and no longer than mid-knee. All skirts and jumpers are to be no shorter than three inches (3") above the knee.

##### **A. CHURCH DRESS UNIFORM**

**This uniform must be worn at all School Masses (entire student body attends) and on other occasions as deemed by the principal. Outerwear is limited to the uniform sweater or vest.**

White, red, or navy blue collared polo shirt – long or short sleeve – with SRL School Patch.  
GIRLS- White uniform blouse, Dennis issued (OPTIONAL)

Navy blue or red Orlon cardigan sweater with SRL school patch (Grades K-6).  
Navy blue or red Orlon V-Neck sweater with SRL school patch (Grades 5-8).  
Navy blue V-Neck sleeveless sweater vest with SRL school patch (Gr 6-8 only).

Navy blue cotton twill or summer weight uniform slacks (Grades K-8 boys only).  
Khaki cotton twill or summer weight uniform slacks (Grades 6-8 boys only).

Black single-color belt. (Grades 3-8 boys only).

Hamilton plaid A-line jumper (Grades 1-4 girls only).  
Hamilton plaid skirt (Grades 5-8 girls only).

##### **SOCKS**

**GIRLS** Knee or crew socks- white only  
Opaque tights in navy blue only

**BOYS** Dress socks – black or navy blue



## SHOES

All leather, solid color, laced or buckle dress shoes – black or navy blue.

All leather Slip-on or ballet flats –black or navy blue (**Grades 6-8 girls only**).

Girls’ “Mary-Jane” styled shoes may have Velcro or buckle for straps.

Girls’ dress shoes are to have a heel height limitation of one (1) inch to be measured at the back, outer side of the heel.

Canvas or leather athletic shoes **MAY NOT** be worn on Dress Uniform days.

## **B. DAILY SCHOOL UNIFORM**

White, navy blue, or red collared polo shirt – long or short sleeve – with SRL School Patch.

Navy blue cotton twill or summer weight uniform walking shorts or slacks (Grades K-8)

Khaki cotton twill or summer weight uniform walking shorts or slacks (Grades 6-8)

Black single-color belt. (Grades 3-8)

Navy blue or red Orlon cardigan sweater with SRL school patch (Grades K-6)

Navy blue or red Orlon V-Neck sweater with SRL school patch (Grades 5-8)

Navy blue V-Neck sleeveless sweater vest with SRL school patch (Grades 6-8)

Hamilton plaid A-line jumper (Grades 1-4)

Hamilton plaid skirt (Grades 5-8)

Navy blue or red sweatshirt with SRL school patch (optional)

Navy blue or red fleece jacket with SRL school patch (optional)

Outerwear is limited to the uniform sweater, sweatshirt, or fleece jacket with SRL school patch.

White or navy blue turtlenecks may NOT be worn under uniform polo shirts in cold weather.

## SOCKS

### GIRLS

Crew or knee socks – white only (no logo)

### BOYS

Crew socks – white only (no logo)

Opaque tights in navy blue may be worn with or without socks (Gr K-8 girls only)

**Sport (ankle) socks and no-show socks are NOT permitted.**

**Socks may not be rolled down inside the shoe or under the heel.**

## SHOES

Canvas or leather – athletic shoes – black or white. Limited to black or white trim.

Canvas or leather – laced or buckle shoes – black or navy blue.

Slip-on or ballet flats –black or navy blue (Grades 6-8 girls only)

\*\*Slip-on shoes must have a heel strap or covered heel.

High Tops are NOT permitted. No patterned shoes. No Velcro athletic shoes, or zippered shoes. No sandals. No glitter or motion activated light shoes.

Laces must be a solid color and match the predominant color of the shoes. All tied shoes must be laced to the top of the shoe and the tie must be visible on the outside of the shoes.

### **C. P.E. UNIFORM**

White, navy blue, or red collared polo shirt – long or short sleeve – with SRL School Patch.

Navy blue cotton twill or summer weight uniform walking shorts (Grades K-8)

Khaki cotton twill or summer weight uniform walking shorts (Grades 6-8)

Black belt only. (Grades 3-8).

**Crew socks – white (no logo)**

\*\*Sport (ankle) socks and no-show socks are NOT permitted.

### **SHOES**

Leather or leather/mesh – **athletic lace-up shoes only for PE**– black and/or white.

Limited to black or white trim.

No Keds, Vans or Canvas style shoes. No Skate style shoes (canvas or leather). No glitter or motion-activated light shoes. No patterned shoes. No Velcro or zippered shoes. No sandals or slip-ons.

Laces must be a solid color and match the predominant color of the shoes. All athletic shoes must be laced to the top of the shoe and the tie must be visible on the outside of the shoe.

Girls' hair is to be pulled back for P.E. class.

### **D. NON-UNIFORM DRESS CODE**

Students have the privilege of appropriate non-uniform dress on several occasions. A student's birthday is one such occasion. If a birthday falls on an all school Mass day, non-uniform dress may be worn on either the previous or following day. All clothing must reflect the Christian values taught in the school.

Slacks, shorts, and belts must be the correct size for the waist, and may not be oversized.

Shorts must be at least mid-thigh in length, and no longer than mid-knee.

All skirts and dresses are to be no shorter than three inches (3") above the knee.

Halter, bare midriff, tank tops and spaghetti strap blouses/shirts are not allowed.

Leggings with tunic style tops are not allowed.

Boys must wear socks, and girls must wear socks or opaque tights.

Sandals, Flip-flops, and backless shoes may not be worn.

### **BLUE JEAN FRIDAYS**

Blue Jean Fridays, and other blue jean days are held at the discretion of the school principal.

Students who wish to participate in Blue Jean Fridays will have the opportunity to contribute \$1.00 to the designated charity in exchange for the privilege of wearing blue denim jeans or skirts on the selected day. All jeans must be of a single color and/or wash. Ripped, frayed, faded or acid-washed jeans are **NOT** permitted. Skinny jeans and "Jeggings" are **NOT** permitted.

### **E. GENERAL REGULATIONS FOR UNIFORM AND NON-UNIFORM DRESS CODE**

1. **NO** tattered/torn, dingy, stained or untidy clothing or shoes.

2. **NO** jewelry with the exception of a watch. Watches may be worn by students in grades 2-8 only, and **MAY NOT** have internet capability. Girls **ONLY** may wear stud-type earrings (one per ear). Hoops and dangle earring may not be worn.
3. **NO** face or eye make-up at school or school related activities (e.g. cheerleading, dances) unless permission is given by the principal.
4. Only clear fingernail polish is acceptable. Acrylic, or any form of “false” nails are not to be worn.
5. Fad haircuts, bleaching, or coloring of hair is inappropriate for elementary school students and is not allowed. Hair is to be of one, natural color. Excessive gel / spikes are not allowed. For boys, the length of the hair should be no longer than the top of the shirt collar, should not cover the ears or eyes, and be no shorter than a #2 clipper. Girls are not to wear an excessive number of hair ornaments or headbands with oversized decorations (i.e. no cat ears, no bandana style headbands).
6. Non-uniform jackets may be worn outside the classroom **OVER** the school uniform sweater or sweatshirt. Non-uniform sweaters or sweatshirts/jackets may **NOT** be worn at any time in the classroom.
7. Hats and ball caps are not allowed.
8. No permanent or temporary body tattoos are permitted.

#### VIOLATION OF DRESS CODE REGULATIONS

(THIS APPLIES TO UNIFORM/NON-UNIFORM DAYS AND P. E. CLASSES)

Any student in Grades K-8 who chooses to violate St. Rose of Lima’s dress code regulations will be subject to one of the following consequences:

Three or more dress code violations per quarter, will result in an email from your child’s teacher. Four dress code violations in one quarter will result in detention for grades 1-5. Grades 6-8, four or more dress code violations in one quarter will result in a loss of school extra-curricular activities for one week. This will include: Sports practices/games, clubs, dances. A.S.C., Academic Decathlon, and Glee.

Persistent dress code violations beyond that, will be addressed individually by the principal.

## GENERAL SCHOOL RULES

In addition to the individual rules and consequences posted in every classroom, the following general school rules are to be followed at all times that a student is on campus or at a school sponsored activity.

### LIST OF RULES

1. Speak and act respectfully at all times.
2. Keep the school campus and classrooms clean. All trash is to be placed in the proper containers. No throwing of items over balcony railings.
3. Enter and leave classrooms, the church and hall in a quiet and orderly manner.
4. Never be in a classroom or at a school sponsored activity without adult supervision.
5. Walk at all times. Do not run in confined areas (rooms, halls, arcades).
6. Students are to keep to the right when going up or down the stairs. The elevator is for staff only and accompanied injured students only.
7. Do not damage or abuse school, church, or personal property.
8. Only school approved play equipment may be used on campus. No personal toys and games are to be brought to school.
9. Cell phones are no longer permitted on campus for academic use in grades Jr. High. Cell phones in **all grades** will be collected by the teachers in the morning and only redistributed before school dismissal. Cell phones/devices will be confiscated if seen or used without permission. All phones/devices will be picked up from the principal after a 48-hour holding period. Please refer to the BYOD Policy in the Appendix for further detail.
10. At the end of recess and break, students are to freeze at the first bell. At the end of the freeze period, students are to walk quietly to line-up areas. All play equipment is to be properly carried to the classroom.
11. Uniform/non-uniform dress code regulations are to be followed always.
12. Chewing gum is not allowed on campus.

## RULES OF POLITENESS

13. Students should give evidence of a respectful reverence while at prayer. It is the responsibility of the teacher to provide the relaxed and quiet atmosphere necessary for recollection and communal prayer.
14. Students should be encouraged to develop the virtue of patriotism and to manifest this by their respect at the flag ceremony.
15. Students should stand when a special visitor or guest comes into the room, and greet them by name if the person is known to them. Otherwise stand quietly (on cue from teacher) until told to sit down. (Students are to stand for Father Dolan, other priests, principal, diocesan office personnel, etc.)
16. Students should be instructed and reminded to recognize adult personnel on the school grounds always with the proper greeting, “Good morning, Miss Smith”, or “Good afternoon, Father”, or “Good morning, Sister”.
17. Students are to keep silent when a teacher is speaking with a visitor.
18. Students are to excuse themselves when passing in front of anyone.
19. Students and teachers should not use the last name of a child in calling or referring to him/her. Uncomplimentary nicknames should not be used.
20. On meeting a teacher near a doorway, a student should step aside and open the door letting the teacher pass through first. A student shall show this deference to all adults.
21. Students should promptly and graciously offer to carry books and anything an adult may be carrying.
22. Students should always say, “Yes, Mrs. Smith” or “Yes, Father”, etc.
23. Students shall request help politely with an expression such as “Mrs. Smith, may I...”.
24. Students shall acknowledge a favor with, “Thank you”, etc.

25. Students shall refrain from using inappropriate language always.

### ANTI-BULLING POLICY

Adopted in 2006, the school's Anti-Bullying Policy was formulated to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. (See Appendix V.)

### STATEMENT OF CONSEQUENCE

The faculty/staff of St. Rose of Lima School expect all students to act reasonably, responsibly, and respectfully. Students who violate one of the above rules or do not act reasonably, responsibly, and respectfully can expect a consequence. A consequence is determined by the student's grade level and the severity of the violation.

### DISCIPLINE PROCEDURES

Teachers are expected to handle minor discipline infractions within their classrooms and when performing other non-teaching duties. To maintain consistency in handling discipline infractions which involve the breaking of general school and/or classroom rules, the staff has agreed to use a *conduct referral* to communicate with parents. Parents are requested to discuss the infraction with their student and return the signed form to the teacher the next day. If not returned, an email will be sent by the teacher.

After three *conduct referrals*, or a combination of *conduct referrals* and *uniform slips*, an email will be sent by the teachers letting parents know that after the next (fourth) infraction their (K-5) child will serve a half hour detention immediately after school or their (6-8) child will lose his/her extracurricular privileges for one week.

If infractions continue to occur, a conference with parents, student, teacher, and principal (if necessary) will be held. This conference will be documented and retained in the student's discipline file.

Ongoing infractions may result in the student and parents having to appear before a committee of review. The committee will recommend to the principal the action to be taken i.e. suspension, contract, etc. (See Appendix V.)

In severe cases, the principal and pastor will meet to determine if the student should be expelled.

### PROBATION

A student may be placed on probation if his/her conduct and/or academic record is seriously deficient, but not so serious as to warrant immediate suspension or expulsion. Students placed on probation will have the terms of probation spelled out for them in a letter/contract. Probation will generally be for one quarter or a term specified by the principal. A conference with the parents will be held at the time of probation. Violation of the terms of probation

may result in a suspension or expulsion of the student. The student is expected to show a positive change in behavior and/or academic effort during the period of probation in order to remain at St. Rose of Lima School.

### SUSPENSION

A student may be placed on suspension for serious misconduct on campus or off campus during school related activities, or for continued misconduct after having been placed on probation. Lack of cooperation with the suspension plan could lead to expulsion.

### SPECIFIC GUIDELINES / SUSPENSION

Official suspension may assume various forms depending on the circumstances. The student may attend class but may lose the right to participate in any school activity on or off campus. The student may be suspended from a particular class or classes and required to report to a specific place on campus during that time. In some cases, the student may be sent home for the entire period of suspension. Academic work missed during a suspension may be made-up at the discretion of the teacher and/or principal.

a. SPECIFIC PROCEDURES INCLUDE:

1. The student shall be given oral or written notice of the charges against him/her and a fair
2. All suspensions require that notice be given to the parents by telephone, or other appropriate methods within a reasonable time, followed by a written notice signed by the principal.
3. A conference with the parents, student and appropriate school staff will be arranged.
4. A written form of suspension must be signed by the parents and student. On this form, the exact length of the suspension period shall be specific and the reason for the suspension clearly noted.
5. The principal is required to maintain dated documentation of the facts, and of the parent conference.
6. In “emergency” situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents will follow within 24 hours.
7. A suspension must be approved by the principal or in the absence of the principal by the vice principal.

8. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to student and parents.
9. The length and/or type of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances.
10. To the extent that such opportunity can be reasonably provided at the discretion of the teacher and/or principal, a suspended student may have the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, be given full credit.

#### H. EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or for repetition of conduct for which the student has been suspended one or more times. Expulsion, the permanent termination of a student's enrollment, is the most serious penalty which the school can give and therefore it is given only as a last resort for clear and serious cause. Diocesan guidelines regarding expulsion will be followed.

#### GROUND FORS SUSPENSION AND/OR EXPULSION

Students may be suspended and/or expelled for reasons including but not limited to the following:

1. Actions gravely detrimental to the moral and spiritual welfare of other students. (EC44806, CCR Title V, EC48900 "k" Sec. 5530)
2. Incurable or disruptive behavior which impedes the progress of the rest of the class.
3. Damage to, or theft of, school or private property.
4. Infliction of, or threatened physical injury to another person.
5. Possession, sale, or use of weapons.
6. Possession, distribution, sale, or use of drugs, including controlled substances.
7. Possession, distribution, sale, or use of intoxicants
8. Possession, distribution, sale or use of tobacco.
9. Commission of obscene act(s) or engagement in habitual profanity or vulgarity. (EC48900 "i")



10. Disruption of school activities.
11. Defiance of school authorities.
12. Habitual truancy.
13. Hazing: No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both. (Amended Stats. 1983, Ch. 1092.) (EC32051)

In regard to offenses which take place on school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of the students.

(Please refer to Appendix II and Appendix IV in this handbook)

#### SPECIFIC GUIDELINES – EXPULSION (DIOCESAN POLICY)

1. The final decision to expel a student rests with the principal and with the knowledge and consent of the pastor.
2. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.
3. Only in exceptional cases, when the student is in the eighth grade and has been enrolled in the school for three or more years, will expulsion occur.

## II. PHYSICAL EDUCATION PROGRAM

### GOALS

The goals of the physical education program at St. Rose of Lima School are as follows:

1. To promote good sportsmanship. This includes fair play and a positive attitude in dealing with others in a Christian way.
2. To familiarize students with the rules and regulations of several sports.
3. To promote good health habits.
4. To give students an opportunity to participate in team and league play.

### PHYSICAL EDUCATION CLASS

Each class will have two physical education classes per week. All students are required to wear an athletic-type shoe during these classes (No canvas shoes). All shoes must have laces, no zippers/no velcro. Athletic shoes with cleats, slip-on shoes, platform and lug-sole tennis shoes are not allowed. Consistent failure to wear this type of shoe to P. E. class will result in a lower P. E. grade.

Boys and girls in grades 1-8 are required to wear school uniform shorts for P. E., preferably with the collared polo shirt. Within each quarter, five (5) or more non-suits will result in a lowering of the P. E. grade for that quarter.

Students will not be required to wear their P. E. uniform on “free-dress” days, but athletic shoes are required. Girls wearing a skirt or dress on “free-dress” day will be required to have shorts under their dress or skirt. Tops must be long enough to not show bare skin when doing stretching exercises or other P. E. activities.

Students are not to make last minute telephone calls from the office to request missing athletic shoes or shorts. Students are to be responsible for these items in the same way as they are for correct school uniform dress. If a real problem arises, a note from a parent on the P. E. day will be acceptable.

Students may be excused from full participation in physical education activity when health reasons dictate. A note from a parent or doctor should be brought to school if this situation exists. Students, when given permission by P. E. teacher/coach may bring their own sports equipment to school to be used during P. E. class only (not at recess or lunch).

Each student in grades K-8 will be evaluated and given a P. E. grade.

## CLASSROOM SPORTS EQUIPMENT

Each class will be given a certain amount of equipment to be used at recess and lunch play time. It is the responsibility of each class to keep track of its equipment and make sure that it stays in good condition. If a piece of equipment is missing, the class teacher should be told immediately so that it can be found. Student never have permission to climb over walls or on the roof of the church, school annex, or school to retrieve lost balls. Instead, they should ask a custodian or teacher for assistance.

## III. EXTRA – CURRICULAR ACTIVITIES

### ELIGIBILITY:

It is the goal of St. Rose of Lima School to provide a framework of spiritual, educational, and physical activities to allow the development of “well rounded” citizens. The administration, faculty, and staff understand that children learn in variety of fashions. While one child might not excel as well in the classroom, they may realize their talents in singing, sports, or building a robot.

Keeping this in mind, the new extra-curricular parent participation form will include a line for the homeroom teacher to sign. Before the form comes home to the parent(s), the homeroom teacher will sign the form first. His/her signature indicates that the student in question has been demonstrating effort to the best of his/her ability in their academic studies and is also demonstrating good Christian citizenship. If the homeroom teacher has a concern before signing the form, the issue will be discussed with the principal and communicated to the parents for the child to set goals to qualify for the activity they are pursuing.

### MIXED PARTIES

Although it is not within the school’s jurisdiction to control at-home parties, mixed parties, particularly when unchaperoned, are detrimental to students. For these reasons, the school discourages mixed parties, especially in the upper grades. The exception to this policy would be in the case of events sponsored by the school, e.g. school dances.

The school requests that parents not use the classroom to distribute invitations to private parties.

### SCHOOL-SPONSORED ACTIVITIES

During school-sponsored social events, students will not leave the event premises without the permission of a chaperone or supervisor.

The school will not be liable for any harm caused by or occurring to any student once the student has left the premises of a school-sponsored social event.

## COMPETITIVE SPORTS PROGRAM

General: As a member of a parochial league, St. Rose competes against other parochial schools in the area and is eligible to compete in various post season tournaments for country championships.

Attendance: Except in special cases such as doctor's appointments or funerals, students must attend school for a minimum of one-half day of classes (3 periods) in order to participate in a sports practice or game on that same day. Students may participate in a practice or game if held on Saturday.

IV. Eligibility: Teachers will use the same extra-curricular permission form discussed prior in EXTRA – CURRICULAR ACTIVITIES.

Uniforms and equipment:

Members of most teams are issued uniforms and protective equipment. At the end of each season, uniforms and equipment must be returned promptly and in good condition. Students must pay the replacement cost of lost items and cleaning bills for stains on uniforms that are not game-related. June report cards may be held until the above obligations are met.

Fees: At the beginning of each after-school sport season, the coaches will be requesting a nominal registration fee from each participating student (\$60 per student per sport). This money is used to cover the costs of league fees, referees, upkeep of equipment and uniforms for that particular sport and banquet costs for participating students.

Permission Slips:

All students participating in after-school sports must have on file a permission slip signed by a parent.

Parents who volunteer to transport student athletes must submit a copy of their driver's license and insurance policy on file in the school office.

Supervising adults (coaches/parents) must be live-scanned. The paperwork may be obtained from the school office and the live scan fee is to be paid by the adult.

Practices: Practices during the regular sports season will normally be held two or three times per week from 3:00 – 4:30 p.m. approximately. Except when excused due to illness or other legitimate reasons, attendance at practice sessions is a requirement for team membership. Students will have a 15-minute pick-up period after practice before being signed into Extended Day Care. Students are not to be engaged in any play activities on SRL grounds after school unless they are participating in a particular sport under the direct supervision of a coach or in the Extended Day Care Program. This is in compliance with the after-school dismissal regulation that requires each student to either leave the grounds immediately if the student is walking, or wait quietly in the car pick-up area if the student is riding home by automobile. Students remaining on campus until a practice begins are not allowed to leave campus for any purpose.

Should practices have to be held off campus, special permission slips will be required of all students. Transportation to and from the off-campus practice sites will be the responsibility of parents in conjunction with the P.E. teachers/coaches. All students must be under the supervision of an adult who has been live-scanned at all times.

### BOYS' SPORTS

Boys' sports include varsity and junior varsity flag football, soccer, and basketball. Boys in Grades 5-8 may participate in these sports.

### GIRLS' SPORTS

The girls' sports program consists of softball, volleyball, basketball, and co-ed soccer. When possible, both a varsity and junior varsity team will be carried in each sport. Girls in Grades 5-8 are eligible to try out for the sports teams.

### CO-ED SPORTS

Pee-Wee soccer is available during the winter sport season for students in grades K-4. Soccer (spring season) for grades 5-8 is a co-ed sport.

### CHEERLEADING

Girls in Grades 5-8 may participate in the St. Rose Varsity and J. V. Cheerleading Program. The cheerleaders are expected to meet all standards as stated for the competitive sports program. All girls selected as cheerleaders are expected to pay for their own uniforms and other required items.

### SPORTS AWARDS

At the end of each sport season, students who have participated in St. Rose of Lima's sports programs (fall, winter, and spring) are recognized at individual sport award gatherings. Awards and trophies are given in acknowledgement of sport-related achievements and sportsmanship.

### ASC

St. Rose of Lima emphasizes the development of student leadership. Part of this is our student - government (ASC – Associated Student Council) Grades may run for various offices that they would hold throughout the school year.

## APPENDIX I

### AIDS POLICY FOR ELEMENTARY SCHOOL STUDENTS

- A. In accord with the statement of the California Bishops, “A Call to Compassion” and the philosophy of Catholic schools in the Diocese, any student found to be infected with the Human Immunodeficiency Virus (HIV) which leads to Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC) will be treated with respect and dignity.
- B. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.
- C. Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neurological development, and physical condition of the student.
- D. For most infected school-age students, the benefits of an unrestricted environment should be given priority in the decision-making process.
- E. For the infected younger child who lacks control of his/her bodily secretions or who displays abnormal behavior, such as biting, and for those students who have uncoverable, oozing lesions, a more restricted environment is advisable until more is known about transmission in these settings.
- F. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student’s physician, counselor, the student’s parents or legal guardian, principal, and where appropriate, the pastor of the parish where the school is located. Consultation with the superintendent and public health personnel is also advised.

## APPENDIX II

### HARASSMENT POLICY

St. Rose of Lima School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

**VERBAL HARASSMENT:** Derogatory comments and jokes; threatening words spoken to another person;

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement;

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;

4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of St. Rose of Lima School to:

1. Implement the program through regular meetings with all administrators including the pastor, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school towards its strict enforcement;
3. Immediately inform anyone involved in harassment that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed individuals are perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, they are to discontinue that conduct immediately.

#### COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or the pastor, if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if s/he prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the investigation.
4. Once the facts of the case have been gathered, the principal, in consultation with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
5. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.



## APPENDIX III

### EDUCATIONAL PROGRAMS FOR FAMILY LIFE AND SEXUALITY

#### General Principles: Rights and Responsibilities

##### 1. The Universal Church:

The Catholic Church recognizes and has repeatedly affirmed its right and its “urgent mission to proclaim to all people the Christian vision of marriage and family”<sup>1</sup>. Essential to this right and responsibility is the “irreplaceable mission of presenting sexuality as a value and task of the whole person”<sup>2</sup> by providing “a positive and prudent sex education to young people”<sup>3</sup>. Because the mission of the church is to bring the whole person to maturity in Jesus Christ, “education in sexuality includes all the dimensions of the topic: moral, spiritual, psychological, emotional and physical”<sup>4</sup>.

##### 2. The Local Church:

As part of the universal church, the Catholic Diocese of San Diego recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age-appropriate, values-oriented Catholic instruction in family life and sexuality for both parents and their children. This “education in human sexuality is an important priority in Christian education, met in part through Diocesan approved family life education in Catholic schools”<sup>5</sup>.

##### 3. The Parents:

Parents have the primary right and duty to teach their children regarding family life and sexuality. This includes the right and duty:

- to create a HOME ENVIRONMENT of love wherein children can learn from experience the purpose and meaning of family life,
- to become WELL INFORMED both about the church’s teaching regarding family life and sexuality, and about their own children’s developmental needs for instruction in those areas,
- to make and to implement informed, prudent, and positive CHOICES about when and how to proceed with instruction in those areas.

While primary, parental rights are neither absolute nor exclusive, parental rights are circumscribed by the rights of their children to age-appropriate, values-oriented, Catholic instruction, by the rights of the church to preach the whole gospel to all people, and by the rights of society to have its citizens appropriately prepared for responsible and mature living.

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<sup>1</sup> Commission on Marriage and Family Life, Department of Education, USCC, A Positive Vision for Family Life, 1985, p. 7

<sup>2</sup> John Paul II, Familiaris Consortio, 1981, n. 32.

<sup>3</sup> Vatican Council II: Decl. Gravissimum Educationis, n.l.

<sup>4</sup> Department of Education, USCC, Sharing the Light, 1979, p. 114

<sup>5</sup> Department of Education, USCC, Education in Human Sexuality for Christians, 1981, p. 63

#### 4. The Child:

The child has correlative rights and duties to receive and cooperate with the efforts of his/her parents and of the church to provide him/her with age-appropriate, values-oriented, Catholic instruction in family life and sexuality.

In order to respond to the obligations of educators set forth in church documents, each school in the Diocese of San Diego shall provide a course of instruction in family life which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official Diocesan guidelines formulated in the superintendent's office.

### APPENDIX IV

#### STUDENT THREATS POLICY AND PROCEDURE

1. All student threats of harm to self or others must be taken seriously.
2. Whoever hears the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parent or guardian of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed.
  - a. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
  - b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.
  - c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

- d. The principal shall receive a written, comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or administration who will assist the principal in the decision regarding readmission of the student to the school.
8. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to readmit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to readmit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to readmit will require consultation with the pastor.
9. Disciplinary action including suspension/expulsion will be administered as appropriate.
10. If the student is readmitted to the school, the mental health care professional must, at the principal or pastors request, provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
11. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.

**This policy must be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.**

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

## APPENDIX V

### ANTI-BULLYING POLICY

The purpose of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The school recognizes three main types of bullying:

- Physical (hitting, kicking, theft)
- Verbal (name calling, taunting, teasing, racist remarks)
- Indirect (spreading rumors, threatening or obscene gestures, systematic exclusion of someone from a social group or activity)

The school's staff must be alert to the signs of bullying, document the incident and act promptly and firmly. A notebook will be kept in the principal's office and all incidents of bullying are to be recorded as soon as possible after the incident occurs.

The following steps may be taken when dealing with incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the staff member of the staff who has been approached or has witnessed the incident.
- A student and/or parent may report an incident of bullying to a staff member.
- A clear account of the incident will be recorded in the office notebook and the principal is to be notified.
- The principal will interview all concerned and will record the results of the interview.
- Parents will be notified by the principal verbally and in writing of the incident and consequences (possible disciplinary action to be taken).

Any of the following disciplinary steps may be taken: (depends on severity of the bullying and previous discipline record of the student)

- Official warnings to cease offending
- Written documentation to be placed in the student's file.
- Detention with principal or designated staff member
- Formal written contract to be signed by student and parents
- Counseling (inside and/or outside of school)
- Appearance before Review Board
- Suspension
- Voluntary withdrawal from school
- Expulsion

Bullying occurring at school events not held on campus or in the home of school parents can be brought back to the school, and verified, will be handled as stated above.

## APPENDIX VI

### RESPONSIBLE USE OF TECHNOLOGY POLICY

**Purpose** - St. Rose of Lima School has provided Internet access and other technological devices to support the school's curriculum. Students and teachers may access resources from all over the world that can enrich their academic experience and promote effective citizenship in the Information Age.

**Authorized Use** - Each student who returns a Responsible Technology Use Authorization Form, signed by himself/herself and a parent/guardian, will be authorized to use the school's Internet access for purposes related to schoolwork. All use must be under a faculty/staff member's direction and supervision. Each student must follow procedures established by the school for responsible use of the computers and other technological devices.

**Responsibilities of Users** - All Internet users are expected to use Catholic Christian, responsible, ethical, and legal behavior.

- Students are cautioned never to supply personal information about themselves or their families or to arrange a meeting with anyone contacted through the Internet. Remember, information transmitted may not be private.
  - Students must agree not to use the network to access or create any information that would be considered inappropriate in a Catholic school setting (any materials that are defamatory, inaccurate, abusive, obscene, profane, sexually oriented, or potentially offensive to others).
  - Students must use computer equipment correctly and must use hardware and software as provided; users are not permitted to change any settings or to attempt to bypass security measures.
  - Students must follow copyright laws; many things posted on the network may be viewed but cannot be legally copied or used in your own work. If in doubt, check with the teacher.
  - Anyone who uses the electronic network illegally or improperly will lose the privilege of using the network and may be subject to disciplinary and/or legal action.
- I. Disclaimers-** Even though the Internet can provide a wealth of informational resources, students and parents should be advised that the Diocese of San Diego and St. Rose of Lima School do not control the content on the network; some sites may contain inaccurate, inappropriate, biased, or offensive materials. The diocese and school do not endorse or support any information found on the Internet.
- II. Becoming an Authorized Internet User-** All students and parent(s)/guardian(s) must receive and read the document which specifies appropriate technology use. To become an authorized user, each student and a parent/guardian must sign a Student Consent and Waiver form to indicate their acceptance of the terms and conditions above. When the form is returned to St. Rose of Lima School, it will be kept on file in the computer lab. Each classroom teacher will receive a list of those students who have permission to use the Internet. A new authorization must be signed and returned each year.

## APPENDIX VII

### **BRING YOUR OWN DEVICE (BYOD) POLICY**

#### **St. Rose of Lima School- Diocese of San Diego ADDENDUM 2017-2018 *RESPONSIBLE USE OF TECHNOLOGY POLICY***

St. Rose of Lima School has adopted a **Bring Your Own Device (BYOD)** policy. This policy will allow students to bring many of their own technology devices to school for use in our middle school (grades 6-8) classrooms. (In the spring, fifth graders may be invited to participate subject to teacher discretion. This form would then be required of them as well.) The incorporation of such items as laptops, iPads, netbooks such as Chromebooks, e-readers, other tablets, with Internet browsing capabilities will be used **strictly for educational purposes only**. Internet-enabled watches (such as Apple's and others) and all smartphones are NOT to be brought to school because their size is not conducive to educational use. They are not included in this policy. Like other personally owned items, the school is not liable for the loss, damage, misuse, or theft of personally owned technology devices brought to school.

Students are never required to bring outside technology to school. All students, who with their parents have signed the St. Rose of Lima *Responsible Use of Technology Policy* consent form, will continue to be able to utilize our school equipment. No student will be left out of the instructional process.

#### **Expectations:**

1. Students will only use appropriate technology at teachers' discretion.
2. Students will only use appropriate educational applications on their devices (not games and/or non-school related tasks and functions).
3. Students are NOT to message, email, or electronically communicate with others (including other students, parents, guardians, friends, and family) from their personal devices during the school day.
4. Students are permitted to access only the school's provided student network through their personal devices, not other private networks.

*\*Please refer to the attached policy for full details of expectations and infractions.*

#### **Reinforcement:**

Students using this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for the use of personal technology devices will face school disciplinary measures and lose the privilege to utilize personal technology devices at school for a period of time commensurate with the infraction.

## *Responsible Student Use of Personally Owned Technology Devices Policy*

**St. Rose of Lima School** has adopted this policy in order to maintain a safe and secure environment for students and employees.

**A personal device** shall include all existing and emerging technology devices that can take photographs, record audio or video, efficiently input text, upload and download media, and transmit or receive messages, work, or images. Examples of a personally owned device shall include but is not limited to: cameras, iPads, Nooks, Kindles, and other tablet PCs; laptops and netbook computers such as Chromebooks; as well as any device with similar capabilities except Internet-enabled watches, smartphones, and tablet devices deemed too small for classroom use.

**Educational purposes** include classroom activities, career development and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

**Inappropriate communication** includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, pasted, or spoken by students; information that could cause damage to an individual or the school/parish community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory acts; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

**Examples of unacceptable devices** under this policy shall include, but is not limited to, gaming devices and consoles, laser pointers, modems, routers, televisions, Internet-enabled watches, smartphones, tablet devices deemed too small for classroom use, and streaming video devices.

**Personally owned devices are permitted** for use during the school day for educational purposes and/or in approved locations and networks only. St. Rose of Lima School and its personnel shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school. St. Rose of Lima School reserves the right to monitor, inspect, copy, and review a personally owned device or file when the administration has reasonable suspicion that a violation has occurred. School personnel may collect such a personally owned device to be turned over to the administration for such inspection.

**Students may not utilize any technology** to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.

**All St. Rose of Lima students** shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. St. Rose of Lima School reserves the right to restrict student use of school owned technologies and personally owned devices on school property or at school-sponsored events.

**Students must be aware of appropriateness** of communications when using school or personally owned devices. Inappropriate communications prohibited in any public messages, private messages, and material posted online by students.

**St. Rose of Lima School expressly prohibits** the use of any technology device in any place where privacy would be expected including, but not limited to, restrooms, health offices, dressing rooms, and locker rooms.

**Students are not permitted** to use any electronic device to record audio or video media or take

pictures of any student, staff member, or parent without their permission. No pictures of a minor (under age 18) can be posted online without that student's parental permission. The distribution of unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

**Personally owned technology devices** used in school are not permitted to connect to the Internet through a 3G, 4G network or any other content service providers. Personally owned devices must access the Internet only via the school-provided content-filtered wired or wireless network.



# **St. Rose of Lima School**

# Parent Teacher Group Handbook

**2018 – 2019**



## ***Letter from the PTG President***

August 2018

Dear Parents, Faculty, and Staff of St. Rose of Lima School:

It is my sincere pleasure to welcome you and your family back to school for what will certainly be a promising 2017-18 academic year. Last year and over the summer, the Parent Teacher Group (“PTG”) Board planned a full year of rewarding activities. On behalf of the Board, we welcome your participation in as many of these activities as possible.

New school parents frequently ask, “What is the PTG?” The PTG is all of us. It’s the unified St. Rose community of parents, faculty, and staff who work together to support our students, our school, and our Catholic, faith-based educational mission. I hope you’ll take a few moments to read the enclosed PTG Handbook. It provides a brief outline of the PTG events, our fundraisers, and various ways you, as a member of the PTG, can contribute your time and talent to help further our mission of support.

The PTG community supports the St. Rose of Lima School in two primary ways: through our generous fundraising and through our contributed volunteer services. In 2016-17, the PTG raised \$60,000 in funds to support the school’s academic initiatives, social programs, and equipment needs. There are three major fundraisers planned for the 2017-18 academic year, and there are a variety of ways in which a parent can contribute their services. As with all private schools, St. Rose depends heavily on the fundraising efforts and volunteer time of parents. If you have not already done so, please join our motivated team of parents and plan to volunteer for one or more of our fundraisers or events. An updated list of volunteer opportunities is included in this PTG Handbook. We also request that you plan to attend all three PTG General Meetings this year. By attending all three meetings, you’ll stay informed of matters affecting the school, and you’ll earn four contributed service points. A schedule of the 2017-18 General Meetings is included in this PTG Handbook.

The level of support offered by the St. Rose of Lima School PTG community is among the best of the Diocese of San Diego. Our combined efforts truly compliment the academic programs at St. Rose, and in turn provide a well-rounded environment of learning for our children. As always, thank you in advance for your generous participation in helping the PTG achieve our shared objectives. Your elected PTG Board is ready and eager to serve you. Please call any of us should you have questions.

Sincerely,

Glenda Kikunaga  
PTG President

## ST. ROSE OF LIMA SCHOOL PTG

### **2017-18 Board Members**

President	Glenda Kikunaga	395-4183	gkikunaga@gmail.com
1 <sup>ST</sup> Vice President	Erin Huls	392-8625	erinhuls@hotmail.com
1 <sup>ST</sup> Vice President	Martha Romero	395-6817	martharomero618@gmail.com
2 <sup>ND</sup> Vice President	Amy LaFalce	227-2688	lafalcefamily4@gmail.com
2 <sup>ND</sup> Vice President	Martha Orozco		
Treasurer	Magdalena Laffaye	993-3783	mlaffaye@cox.net
Recording Secretary	Rachel Gonzalez	867-2475	Rym619@yahoo.com
Corresponding Secretary	Marlith Austin	756-4520	marlithkaustin@yahoo.com
Christian Action	Marissa Arellano	227-8055	marissan_arellano@yahoo.com
Christian Action	Heather Michel	813-4361	jpel.michel@gmail.com
General Board	Oscar Casillas	948 3172	oscar@epsmxm.com
	Carla Salvatierra	971 0577	sayha71@yahoo.com
	Elizabeth Reyes	572 3720	elireyes1029@gmail.com
	Allyn Dawson	303 1459	allyn.dawson@cox.net
	Cesar Gonzalez	743 8072	rym619@yahoo.com

#### **PTG BOARD MEETINGS (For Board Members Only)**

August 10, 2017 at 6:30 p.m.

October 5, 2017 at 6:30 p.m.

January 18, 2018 at 6:30 p.m.

April 12, 2018 at 6:30 p.m.

May 23, 2018 at 6:30 p.m.

#### **PTG GENERAL MEETINGS (All Parents and Teachers Welcome)**

August 31, 2017 at 6:30 p.m. (Grades 1, 7 & 8) \*

January 31, 2018 at 6:30 p.m. (Grades 2, 3 & 6) \*

May 17, 2018 at 6:30 p.m. (Grades K, 4 & 5) \*

**\*Denotes grades responsible for refreshments.**

# **St. Rose of Lima School PTG**

## **2017-18 Adopted Budget**

	<b>2017-18 <u>Adopted Budget</u></b>
<b>INCOME</b>	
5k	25,000
Golf Tournament	18,000
Chocolate Sales	8,000
Silent Auction Event	8,000
Halloween Carnival	4,000
Dine Out, Movie Night Fundraisers	1,000
Miscellaneous Income	2,000
PTG Parent Dues	2,350
<b>Total Income</b>	<b><u>68,350</u></b>
<b>EXPENSES</b>	
School Operations	60,000
Room Parent Allowances	2,700
Field Days	1,000
8th Grade Dinner Theatre, Graduation & Lunch	1,200
6th Grade Camp	600
2nd Grade Holy Communion	400
Kinder 100-Day Party	150
PTG General & Thank You Events	600
Family Picnic	600
Parent/Child Events	500
Supplies/Printing/Miscellaneous	600
<b>Total Expenses</b>	<b><u>68,350</u></b>

## **ST. ROSE OF LIMA SCHOOL PTG**

### 2017-18 Schedule of Events

FIRST-DAY-OF-SCHOOL WELCOME COFFEE	AUG 23
PTG GENERAL MEETING	AUG 31
ROOM PARENT & CHRISTIAN ACTION MEETING	SEP 14
DINE OUT FUNDRAISER - FLIPPI'S PIZZA	SEP TBD
5K RUN/FAMILY BREAKFAST	SEP 24
STUDENT MOVIE NIGHT	OCT 6
CHARLESTON GIFTWRAP FUNDRAISER	OCT TBA
HALLOWEEN CARNIVAL	OCT 27
MOTHER / SON EVENT	NOV 4
FAMILY MASS / ICE CREAM SOCIAL	JAN 27
PTG GENERAL MEETING	JAN 31
DIAMONDS AND DENIM DANCE	FEB 10
FATHER / DAUGHTER EVENT	MAR 24
MOTHER / DAUGHTER EVENT	TBD
GOLF TOURNAMENT	MAY 20
FIELD DAY (K - 4)	May 4
FIELD DAY (5-8)	May 11

\*TBD – TO BE DETERMINED

PTG ELECTIONS

MAY 7

PTG GENERAL MEETING

MAY 17

ROOM PARENT THANK YOU COFFEE

JUN 8

**ST. ROSE OF LIMA SCHOOL PTG**

## Fundraising Program

As per the Parent Agreement, each family at St. Rose of Lima School is expected to support the PTG's fundraisers at a minimum of \$200 per family for the 2016-17 academic year. This obligation can be fulfilled by participation in any of the following fundraisers. Please note that the Scrip Program is not considered a fundraiser. Fundraising monies raised over and above the \$200 will not be applied towards tuition.

FUNDRAISER	% APPLIED TO COMMITMENT	EVENT DATES
<b>2017 5K Participants</b>	100%	September 2017
<b>Halloween Carnival</b>	40% of prepaid bracelets	October 2017
<b>Chocolate Sales</b>	\$30 per box	January 2017
<b>Silent Auction Event</b>	40%	February 2018
<b>Golf Tournament Sponsorships</b>	90%	May 2018
<b>Golf Tournament Raffle Tickets</b>	50%	May 2018
<b>Golf Tournament Participants</b>	40%	May 2018

Please use the worksheet below to review your fundraising support.

**5-K**

\$ Amount of Participants = \_\_\_\_\_ X .100

**Halloween Carnival**

\$ Amount of prepaid bracelets = \_\_\_\_\_ =   
 X .40 =

**Silent Auction Event**

\$ Amount = \_\_\_\_\_ X .40 =

**Chocolate Sales**

Boxes Sold = \_\_\_\_\_ X \$30 =

**Golf Tournament**

\$ Amount of Sponsorships = \_\_\_\_\_ X .90 =

\$ Amount of Raffle Tickets = \_\_\_\_\_ X .50 =

\$ Amount of Participants = \_\_\_\_\_ X .40 =

**GRAND TOTAL =**

**ST. ROSE OF LIMA SCHOOL PTG**

**Service Hours**



### **Philosophy**

The primary objective of the St. Rose of Lima school PTG is to foster support for the school in the areas of academic achievement, classroom enrichment, fundraising, and social activities. Service hours were established to meet these goals and to foster community spirit. The school needs volunteers in many areas and expects all families to take an active part in the service hours' program.

### **Service hour commitment**

As per the parent agreement, each family at St. Rose of Lima School is expected to contribute 30 hours of service per school year. Hours must be completed and reported by May of each school year. Legally St. Rose of Lima cannot allow donations of food and/or money to count towards a family service hour commitment. \*\*The time spent in preparing food, going to the store and purchasing food/beverages, dropping off items, etc., can be used towards the service hours' requirement.

### **What if I can't participate?**

St. Rose of Lima understands that certain family circumstances may prohibit a family's ability to participate in service hours. When the circumstances arise, it is the family's responsibility to meet with the principal to discuss the matter and formulate an acceptable plan by January 31. Single-parent families may seek approval from the Principal to have their hours reduced to 15 hours of service per school year.

### **Recording service hours**

When a family has completed service hours they can fill out a service hours' voucher form that is available in the school office, in the PTG handbook, and on the school website. It is the responsibility of each family to be certain that their service hours' voucher includes the signature of the event chair person or a school staff member before submitting it to the office. Completed service hour vouchers may be delivered to the school office or they may be forwarded to the office via the white weekly envelope.

### **Service hours report**

The school will generate three reports, the first in November, the second in February and the last one in May that will identify the number of service hours each family has contributed. All questions regarding service hours can be directed to the PTG first Vice President.

## **ST. ROSE OF LIMA SCHOOL PTG**

### **List of Services**

*To provide the safest environment for our children, the Diocese of San Diego requires volunteers coming into contact with children be 'Live Scanned' in advance of that contact.*

*For more information, contact the St. Rose of Lima School office.*

*Thank you for your adherence to this important policy.*

#### **ACADEMIC DECATHLON**

Assist students with preparation for competition. Times may vary.  
Assist at Diocesan Competition.

#### **ASSISTANTS TO PTG 2<sup>ND</sup> VICE-PRESIDENTS**

Assist PTG 2<sup>nd</sup> Vice-Presidents as needed with any of the following activities: First-Day-of-School Welcome Coffee; PTG General Meetings; Room Mother and Christian Action Meeting; Teacher Appreciation Week; and Last-Day-of School Thank You Coffee.

#### **ATHLETIC HEAD COACH**

Pee-Wee Soccer and other athletic teams as needed.

#### **ATHLETIC ASSISTANT COACHES**

Assist Head Coaches as needed.

#### **BOX TOPS FOR EDUCATION COORDINATOR**

Responsible for collecting General Mills Box Tops for Education.  
Communications to parents. Serves full year September to June.

#### **CHEERLEADER COORDINATORS**

Must attend all games, supervise practices and assist with routines.  
Keeps track of attendance. Sets up regular practices.

#### **CHRISTIAN ACTION COORDINATOR**

Plan grade level faith sharing activities.

#### **CHRISTIAN ACTION HELPERS**

Assist Christian Action Assistant Room Mother as needed.

#### **CLASSROOM/TEACHER ASSISTANCE**

Grading papers, clerical work, typing, etc. at home or in the classroom.

#### **CLERICAL HELPERS**

Assist office or teachers with any typing, filing, etc.

#### **COMPUTER LAB HELPERS**

Assist students with class work under the guidance of the instructor.  
Hours: 8:25am – 2:45pm (one 45 min. period a week).

#### **COURT OF AWARDS RECEPTION CHAIRPERSON**

Contact helpers. Confirm reservation of Parish Center. Send out flyers to parents. Purchase refreshments, decorate/clean-up. Supervise the day of event.

#### **COURT OF AWARDS RECEPTION HELPERS**

Assist chairperson as needed.

**ST. PATRICK'S DAY PARTY (RECEPTION) CHAIRPERSON & CO-CHAIR**

Contact Helpers. Plan all aspects of Parent Reception event.  
Communicate to parents. Purchase refreshments, decorate/clean-up.  
Supervise the day of event.

**ST. PATRICK'S DAY PARENT RECEPTION HELPERS**

Assist chairperson as needed.

**DRIVERS**

Drive students and/or other parents to field trips, athletic games,  
and other events.

**FAMILY PICNIC CHAIRPERSON**

Organize and coordinate all aspects of Family Picnic. Collect  
money and send communications to parents.

**FAMILY PICNIC HELPERS**

Assist chairperson as needed.

**FIELD DAY CHAIRPERSON (K – 4)**

Makes arrangements for morning snacks and lunches. Contacts  
St. Rose staff and coaches to help plan the day's events. Contacts  
helpers, supervises, and cleans up on day of event.

**FIELD DAY CHAIRPERSON (5 – 8)**

Makes arrangements for morning snacks and lunches. Contacts  
St. Rose staff and coaches to help plan the day's events. Contacts  
helpers, supervises, and cleans up on day of event.

**FIELD DAY HELPERS**

Assist coaches in setting up and supervising activities.

**5-K CHAIRPERSON & CO-CHAIR**

Arrange date and site of tournament. Organize the entire event  
(i.e., sponsors, door prizes, food, etc.)

**5-K TOURNAMENT HELPERS**

Assist chairperson as needed.

**GOLF TOURNAMENT CHAIRPERSON & CO-CHAIR**

Arrange date and site of tournament. Organize the entire event  
(i.e., sponsors, door prizes, food, etc.)

**GOLF TOURNAMENT HELPERS**

Assist chairperson as needed.

**GRANDPARENTS DAY COORDINATOR/HELPERS**

Contacts helpers. Coordinates, sets up, and serves light refreshments  
for Grandparents Day. Responsible for clean-up.

**HALLOWEEN CARNIVAL CHAIRPERSON & CO-CHAIR**

Verify Parish Center reservation. Work with room mothers to organize  
and supervise all aspects of the event. Purchase needed supplies and  
prizes. Arrange for setup and clean-up. File report with school office.

**HALLOWEEN CARNIVAL HELPERS**

Assist chairperson as needed.

**HOSPITALITY CHAIRPERSON**

Must attend all PTG general meetings 30 minutes in advance of meeting. Distributes ice cream tickets. Purchases and wraps door prize. Sell raffle tickets for door prize. Provides assistance at meetings.

**ICE CREAM SALES COORDINATOR**

One person needed per day to sell ice cream and milk.  
Hours: M, T, W, F: 11:35-12:15; Thurs: 11:50-12:30. Sept-June.  
Must find replacement if unable to attend.

**ICE CREAM SOCIAL CHAIRPERSON**

Confirm date and location. Purchase all supplies and ice cream. Send flyers and collect money. Arrange for 8<sup>th</sup> grade servers. Setup and clean-up. Contact helpers.

**ICE CREAM SOCIAL HELPERS**

Assist chairperson as needed.

**LIBRARY ASSISTANTS**

Work at charging desk, clean and shelve books, check overdue books, assist with inventory. 2 - 2 1/2 hrs each week. Limit 1 parent A.M. and 3 parents P.M.

**LUNCH SUPERVISION**

Help in lunch and playground area once a week for approximately 45 minutes (M, T, W, F: 11:35-12:20; Thurs.: 11:50-12:35).  
Must find replacement if unable to attend.

**LUNCH SUPERVISION SUBSTITUTE**

Willing to work when called upon to substitute.

**CHARLESTON GIFT WRAP FUNDRAISER CHAIRPERSON & CO-CHAIR**

Verify reservation of Parish Center for kick-off and other events. Work with magazine/cookie dough vendor to organize program. Organize and supervise all aspects of the event. File report with the school office.

**CHARLESTON GIFT WRAP FUNDRAISER HELPERS**

Assist chairperson as needed.

**MISCELLANEOUS SERVICES**

A special skill or talent that can be shared with students and/or school can be applied towards earning points. (Students visiting workplace, tutoring, etc.)

**OFFICE LUNCH HELPER**

Work in school office during Administrative Assistant's lunch. One person each day. If unable to attend, must call office and find replacement.

**PARENT/CHILD EVENT CHAIRPERSON**

Four chairpersons needed for Father/Daughter, Father/Son, Mother/Daughter, and Mother/Son events. Confirm reservation of Parish Hall or other venue. Plan activity. Secure materials, refreshments and decorations. Send notices and collect money. Setup, clean-up and lock up.

**PARENT/CHILD EVENT HELPERS**

Assist chairperson as needed.

**PTG BOARD MEMBER**

Responsibilities as stated in Bylaws.

**PTG OFFICER**

Responsibilities as stated in Bylaws.

**PTG GENERAL MEETING ATTENDANCE**

Attend a PTG General Meeting and earn a point!

**ROOM MOTHER**

Serve as liaison between 2<sup>nd</sup> Vice-Presidents and teachers.  
Assist with social activities of the class. Obtain parent volunteers as needed. May earn extra points through duties as event helper. Must be available during certain school hours. One per grade, K – 8.

**ROOM MOTHER ASSISTANTS**

Assist Room Mother as needed.

**SCHOOL ADVISORY COUNCIL**

Responsibilities as stated in Constitution.

**SCHOOL CALENDAR COORDINATOR**

Total responsibility for school calendar, including photographs. Must be completed by the first day of school.

**SCOUT LEADERS AND CO-LEADERS**

All levels of scouting in either Boy or Girl Scouts.

**SCRIP COMMITTEE CHAIRPERSON**

Responsible for total operation of program. Collect, fill and distribute scrip orders. Maintain accurate records and submit quarterly reports to principal and a weekly financial report to school office.

**SCRIP COMMITTEE HELPERS**

Assist chairperson on Tuesday mornings 8:15 – 11:45.

**STAFF APPRECIATION LUNCHEON COORDINATOR**

Organize annual staff appreciation luncheon for St. Rose staff. Coordinator communicates details to staff, organizes attendee list, makes restaurant reservation, and attends luncheon.

**UNIFORM SPECIAL PURCHASING DAY**

Purchasing of school uniforms on assigned August date. One point awarded to parents purchasing uniforms on this day.

**WEEKLY FAMILY ENVELOPES**

Help the office to stuff or organize white, weekly family envelopes. Monday or Tuesday (Sept – June) 8:15 – 9:15 AM

**YEARBOOK CHAIRPERSON**

Includes total responsibility for school yearbook, including photography and accounting.

**YEARBOOK HELPERS**

Assist chairperson as needed.

**St. Rose of Lima School PTG  
2017-18 Service Hours Voucher**

NAME \_\_\_\_\_ OLDEST CHILD \_\_\_\_\_

DATE OF SERVICE \_\_\_\_\_ SERVICE \_\_\_\_\_

HOURS WORKED \_\_\_\_\_ AUTH BY \_\_\_\_\_

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2017-18 Service Hours Voucher**

NAME \_\_\_\_\_ OLDEST CHILD \_\_\_\_\_

DATE OF SERVICE \_\_\_\_\_ SERVICE \_\_\_\_\_

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