



# ST. ROSE OF LIMA

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## CATHOLIC SCHOOL

# Family Handbook

## 2023-2024

This handbook serves as a reference for families and school personnel in areas of code of conduct, and commitment to our partnership among school parents, and students.

Please print out a copy or save as necessary for easy reference.

**Families must sign and return the last three pages.**

### Important Contact Information:

Principal	Bernadette Lombardo Drabek, M.Ed.
Assistant Principal	Stefanie Tellier, M.Ed.
Admissions	Cindy Requesnes
School Office	713-691-0104
School Fax	713-692-8073
School Office Hours	Monday – Friday: 7:15 AM – 3:45 PM
School Hours	Monday –Friday: 7:45 AM – 3:15 PM Final Friday of Month: 7:45 AM – 1:15 PM
Pastor	Father Linh Nguyen
Parish Office	713-692-9123



# ST. ROSE OF LIMA

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## CATHOLIC SCHOOL

### MISSION STATEMENT

As a faith community, the mission of St. Rose of Lima Catholic School is the integral formation of the entire Christian youth - mind, body, and spirit. **Catholic Schools of Texas** call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ. In collaboration with families, Catholic schools teach the values of our faith and tradition, foster experiences of community and service, and provide educational excellence. Catholic schools in the Archdiocese of Galveston-Houston are committed to the evangelizing mission of the Church to educate and form the whole person in mind, heart and spirit.

### PHILOSOPHY

We, the members of the St. Rose of Lima Catholic School community, firmly believe:

- Children learn best in a comfortable, nurturing environment where they feel safe, secure, and valued.
- All children should be given the opportunity to achieve their full potential through instruction in the Catholic tradition and the academic disciplines in order to achieve intellectual competence and to learn service to others as modeled by Jesus Christ.
- The partnership of parents and teachers working together greatly enhances a child's school success.
- All children deserve a school that challenges them to develop as life-long learners with self-respect, self-confidence, and self-discipline.

### GOALS

Our goals for the next 5 years include, but are not limited to, the following:

- Integrate our Catholic faith into our learning
- Heighten awareness of vocations
- Improve parent participation in faith formation of children
- Improve student achievement (including NWEA scores) in all grade levels

### HISTORY

St. Rose of Lima Catholic School was opened by the Sisters of St. Joseph of Carondelet from St. Louis, Missouri, in August 1948. This was at the request of †Bishop Byrne of the Diocese of Galveston-Houston. The enrollment increased steadily. In August 1969, St. Rose of Lima's sixth, seventh, and eighth grades were consolidated with those of St. Charles, All Saints, and Assumption schools to form the Northwest Junior High School, soon named Seton Catholic Junior High. Seton and St. Charles combined to form Assumption Catholic School in 2009.

At that time, we solicited the Superintendent and Cardinal DiNardo for consideration to extend instruction into the grades of sixth, seventh, and eighth, and host a Middle School here on our campus. Permission was granted in January of 2010 for a new 6<sup>th</sup> grade class to begin in the fall. We currently have at least two classes per grade level through 8<sup>th</sup> grade and enrollment of 490 students.

On April 25, 2021, St. Rose of Lima Catholic School opened its new Thomas and Michelle Isler Education Building. The building will serve students Grades Kindergarten through 8<sup>th</sup> grade with the same mission and vision as its founders.



# ST. ROSE OF LIMA

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## CATHOLIC SCHOOL

### **HANDBOOK AND POLICIES**

In as much as it is true that loopholes may be found in any code, it is the expectation of St. Rose of Lima Catholic School that parents/guardians and students will use good judgement in complying with the behavior code, dress code, and/or school policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid misunderstanding, use the following rule: If you are not sure that it is allowed, do not do it.

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook. The School and/or Principal retain the right to amend this handbook at any time. Parents and students are expected to sign the Handbook Acknowledgement Form (at end of handbook). However, all handbook policies are in effect even without your signature. If you have any questions about the contents of this handbook, please contact the school at 713- 691-0104 and ask for administration.

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## ACADEMICS

### Academic Dishonesty

Cheating is a serious offense. Students who are involved in a cheating incident may be given a zero on the assignment and receive a conduct grade of N in that subject. Reoccurrence may result in disciplinary probation or dismissal. The following list contains examples of behavior that may be considered cheating:

1. Copying another person's work, in whole or in part, and turning it in as one's own work. Both the person copying and the person whose work is being copied may be in violation.
2. Receiving unfair assistance from another student, a parent, a computer program, AI, or any other unauthorized source, including plagiarism, on a project that was meant to be done alone.
3. Retrieving unauthorized information - whether on paper, in electronic form, or from another student - during a closed test or quiz.
4. Having prior access to an upcoming exam, whether obtained from a previous student or stolen.
5. Communicating exam information or answers during an exam.
6. Altering grades or grade records.
7. Using material from the Internet without quoting sources.
8. Forging parent or teacher signatures.

### Daily Assignment Planners

To encourage personal responsibility and good study skills, students in Grades 2 and higher will be issued a Daily Planner. Students are responsible for recording daily homework and other assignment due dates with the support of their teachers. Teachers and parents should use the Daily Planner to correspond from school to home with positive tracking of behavior, assignments, and behavior concerns. If a planner is lost, a new one is available for purchase in the School Office.

### Grading Policy

Grades are based upon class performance, tests, projects, homework, and class work. Numerical and letter grade explanations are printed on the Report Cards.

- It is the student's responsibility to make up and turn in work missed when absent.
- Late work will be penalized.
- Students receive E, S, N, and U conduct grades.
- If a class averages 80% or less on any given mastery material, the teacher may consider a reteach and reassessment.

### ACADEMIC GRADES:

#### Content Area Grading Scale (Grades 1 – 8)

A 93-100

B 85-92

C 77-84

D 70-76

F 69 or Below

#### Early Childhood Grading Scale (PK3 - Kindergarten)

E Exceeds Expectations – Goal Achieved

S Satisfies Expectations – Learning in Process

N Needs Improvement – Child Not Able to Complete Goal

#### Ancillary Grading Scale (Elementary)

E Exceeds Expectations

S Satisfies Expectations

N Needs Improvement

U Unsatisfactory

### **Ancillary Grading Scale (Grades 6-8)**

- A 93-100
- B 85-92
- C 77-84
- D 70-76
- F 69 or Below

### **Citizenship Grading Scales (All Grade Levels)**

- E Exceeds Expectations
- S Satisfies Expectations
- N Needs Improvement
- U Unsatisfactory

### *Conduct Determinations*

#### **GRADE**

- E = Almost always
- S = Most of the time
- N = Some of the time
- U = Usually does not

#### **BEHAVIORAL TRAITS**

- Exhibits Gospel values, practices virtues, displays behavior consistent with a disciple of Christ
- Demonstrates reverence during prayer and liturgy
- Follows rules and expectations
- Respects others, self, and property

### **Graduation**

We will host a Graduation Mass and Breakfast at the end of the year to celebrate our 8<sup>th</sup> graders and their completion of curriculum for our school. This is the only recognition of graduation of any grade level at our school.

### **Homework**

Homework is the student's responsibility. It is his/her opportunity to learn self-discipline defined here as the habit of doing what one needs to do rather than what one wants to do. It is the student's opportunity to learn responsibility, time management, and experience the empowering sense of achievement at the conclusion of difficult tasks. It is the child's first opportunity to experience accountability to someone other than his/her parents.

Parents are encouraged to check homework each night to assist their students in this goal. No faxed/emailed homework is allowed, unless specifically designated by the teacher as part of the assignment. Work must be hand delivered by a student to the teacher. Homework delivered to school by parents will not be accepted as this negates life lessons in personal responsibility.

**Students may not return to a classroom to collect forgotten homework at any grade level.**

Assignments reinforce skills previously taught, foster habits of independent study and meet growth needs of individual students. Departmental teachers try to coordinate assignments in order to avoid excessive amounts of work in too brief a time span. Homework will not be assigned over holidays except for continued work on long term projects. As a general rule, the homework assignment should be limited to:

- PK3, PK4 & K 15 minutes + 15 minutes reading with an adult (ex: practice letter sounds or sight words)
- Grade 1 30 minutes + 15 minutes independent reading (ex: homework menu, math facts (+/-) and IXL)
- Grades 2 - 3 30 minutes + 15 minutes independent reading (ex: homework menu, math facts (+/-) and IXL)
- Grades 4 - 5 45 minutes + 15 minutes independent reading (ex: homework menu, math facts (x/÷) and IXL)
- Grades 6-8 1- 2 hours + 15 minutes independent reading (ex: assigned projects, reviews, and IXL)



## Honor Roll

To reward the success of students, the following honor rolls have been established for grades 3 through 8:

**Principal's Honor Roll** A nine-week grade of an "A" in each subject and an average of "E" for overall conduct.

**Alpha Honor Roll** An overall nine-week grade average of an "A" but no grade lower than a "B" in any subject and a conduct grade of "S" or "E".

All subjects and ancillaries contribute towards Honor Roll except Handwriting.

## Late Work

Students are given a reasonable amount of time to complete all assignments. It is the responsibility of the student to turn in work on time. Developing good study habits is the goal of Kindergarten - Grade 1, and teachers will work with the students to develop strategies that assist the student in personal responsibility. For students in Grades 2 - 8, late work will be accepted and graded. Ten (10) points will be subtracted for each day that it is late for five days. After the five (5) day period, it will be a grade of 50.

If the student is absent, the student is given the same number of days to complete the work as they were absent. It is the student's responsibility to ask for the make-up work. Any projects or assignments given several days in advance must be brought the day the student returns to school. Refer to Attendance Policy in Family Handbook as well.

If a student turns in work after a grading period ends, the teacher will be unable to accept the work or alter the grades. The report card grade will reflect the status of the work at the end of the grading period.

## Corrections

Students may be allowed to make corrections on assignments which received a failing grade. Corrections are not permitted for assignments completed with use of resources. In an effort to avoid dependence upon 'corrections' and to encourage preparation for assignments at hand, yet also provide some initial support, the procedure is limited to the following quarters per grade level:

- Grade 1 - 2: Quarters 1 - 2
- Grade 3: Quarters 1 - 2
- Grade 4: Quarter 1
- Grade 5: Quarter 1 Progress Report only
- Middle School: All year

## Test Corrections

If a student earns less than a 60 on a test or assessment (that was completed **without** resources), corrections may be permitted at the teacher's discretion. **This option may not be used on a regular basis and School administration should be informed when implemented.** Corrections are not permitted on tests or assessments with use of resources ("open book").

## Promotion & Retention

Promotion to subsequent grade levels is determined by adequate social and emotional development, grade level achievement on NWEA assessments, and final course averages. Excessive absences (10 or more in a school year) jeopardize the ability to advance to the next grade level. If a student receives a final average below 70, the student fails the subject. The major subjects are: Religion, Reading, English, Spelling, Mathematics, Science, Social Studies. Should a student receive an F as a final average, the student should be given an opportunity for credit recovery through the Catholic Virtual online program. Once credit recovery is completed, the student's grade of "F" shall be changed to "P" to reflect that course credit was earned through credit recovery. **An elementary student is not promoted and must complete credit recovery if two major subjects are failed. A middle school student must earn 8 credits per year. It is the responsibility of the family to complete credit recovery requirements.**

**Religion**

Teaching Religion is core to our mission. All students attending St. Rose of Lima Catholic School will participate in Religion classes. They will also attend and participate in Mass and religious services that are planned by the school.

**Report Cards**

Report Cards are issued to all Kindergarten – 8<sup>th</sup> Grade students four times each academic year. PK4 students receive report cards three times a year, and PK3 students receive report cards at the end of each semester.

Report Card and Progress Report distribution are marked on the school’s calendar for parent notification. Non-custodial parents will be sent a copy of academic records (Report Cards), if a written request is on file and confirmed.

Any request of a grade change will only be taken into consideration by the Principal in consultation with the teacher of record

St. Rose of Lima Catholic School uses the Archdiocesan grading scale:

<b>Grading Scale (Grade 1-8)</b>			<b>Grading Scale (PK3, PK4, and Kindergarten)</b>	
Outstanding	A+	99-100	E	Exceeds Expectations
	A	95-98	S	Satisfies Expectations
	A-	93-94	N	Needs Improvement
Above Average	B+	91-92		
	B	88-90		
Average	B-	86-87		
	C+	84-85		
	C	80-83		
	C-	78-79		
Below Average	D+	76-77		
	D	72-75		
	D-	70-71		
Failure	F	0-69		

**Ancillary Grading**

Grading for conduct in ancillary classes is identical to homeroom conduct grades (E, S, N, U). Infractions and positive behavior are also tracked. If a student’s progress grade drops to an N or below, a progress report is sent home. Improvements in ancillary conduct grades are also noted and communicated to a student’s parents. Three (3) marks will result in a student moving up/down to the next conduct grade unless a serious infraction occurs.

Grades for ancillary classes are dependent on class participation and class work. Music class includes grades on performances as well. The occasional out of class assignments will be fully communicated to families.

**Testing**

The NWEA Assessment will be administered to students in September, January, and April. Kinder and First Grade assesses Reading and Math, Second – Third Grade assesses Reading, Language, and Math, and Fourth – Eighth Grade assesses Reading, Math, Language, and Science. These tests will help determine the needs of each child in the classroom, so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of each assessment. Resource teacher can be directed to students with specific needs. Standardized assessments are only one of several means of evaluating student performance.

## ADMINISTRATOR ON DUTY

Each Catholic School must have a designated person responsible for decisions/actions that must be made or taken. When the Principal is on duty, he/she will be the Administrator on Duty. The Principal will designate a person to serve as the Administrator on Duty in the event the Principal is off campus. In general, when the Principal is off campus, the Assistant Principal will fill in as the Administrator on Duty. In the event that both administrators are off campus, the Middle School, Upper Elementary, Lower Elementary, or Early Childhood Lead Teachers will be called upon.

## ANIMALS IN THE CLASSROOM AS TEACHING TOOLS

Animals have been part of the learning experience for students for many years. The use of animals in the classroom proves to be effective at teaching the positive benefits of bonding and caring. Animals may be incorporated into the classroom environment with the goal of enhancing a variety of learning experiences. Animals kept in classrooms present problems when their cages are not kept clean or when students or staff with allergies are present. Animals as classroom pets/educating tools should have all the proper vaccinations. Cages/aquariums shall always be kept clean. Animals cannot be left for extended vacation times in the classrooms. Adult supervision and monitoring are necessary at all times.

- Prior to bringing an animal or animals into the classroom, the following must occur: development of a long-range curriculum plan to assure the animals are responsibly cared for;
- Approval from the principal for animal incorporation into the classroom; and
- Inquiries of the parents of involved students regarding allergies, etc. (All parents must agree prior to bringing in a classroom pet.)

## APPEALS & GRIEVANCE PROCESS

### Grievance Procedure – Complaint/Appeal

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent's satisfaction, the parent may send a formal letter of complaint to the Principal within five (5) working days following the occurrence of the event on which the complaint is based. The Archdiocese's current appeals process/complaint procedure: <https://www.archgh.org/media/1178/grievancepolicy.pdf>

## ATTENDANCE

### Attendance

In compliance with the Texas Catholic Conference Bishops Education Department (TCCBED), St. Rose of Lima Catholic School follows compulsory attendance laws. There are 75,600 minutes of instruction per school year.

School hours are:	Monday – Friday	Last Friday/Month
PK3, PK4, & Kinder	7:45 AM – 3:00 PM	7:45 AM – 1:00 PM
Grades 1 <sup>st</sup> - 5 <sup>th</sup>	7:45 AM – 3:15 PM	7:45 AM – 1:15 PM
Middle School	7:45 AM – 3:30 PM	7:45 AM – 1:30 PM

The only exception to this calendar is for specified early dismissal days according to the published school calendar. The school offers supervision for students beginning at 7:00 AM for no additional charge. Parents/guardians are expected to honor the calendar established by the school.

Students are not to be on campus at other times unless they are part of an organized supervised activity. Students who are on campus outside of school hours must be directly **supervised (visually supervised) by his/her parent**. Students who remain on campus after pickup time will be sent to the Kidventure Finale program and all fees will apply. Each child must enroll in the Kidventure Finale program and may do so through the website.

### Absences

Daily school attendance is the only effective way to assure continued academic progress. All absences are considered absences- they are neither excused nor unexcused. A student not physically present at school or at a school sponsored event is absent.

Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2023-2024 school year.

In the event a student has more than 10 absences (determined by minutes), parents will be notified in writing through a letter from the Archdiocese, and a meeting will be requested by administration. SRLCS will send notices when students (Kindergarten – 8<sup>th</sup> grade) are close to accumulating 10 absences. A Principal/Parent/Teacher Conference may be scheduled to review mastery of content before this decision is made. School absence is categorized in the following manner:

- **Absence Due to Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the School Office by calling the School Nurse, at (713) 691-0104 or emailing [aamalfi@stroselima.org](mailto:aamalfi@stroselima.org), regarding the reason for the absence and the student's expected return. Absence of more than 3 days in a row is serious and requires a doctor's note for returning to school.

#### ***Absence Due to COVID-19:***

Addendum: Given the public health situation, student attendance may be earned through the delivery of virtual instruction. Participation in required virtual instruction activities will account for the students' "presence" in school.

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must complete five days of quarantine. If you have no symptoms or your symptoms are resolving after five days, you can return to school for five days of strict mask wearing. If you have a fever, you must be fever free for 24 hours without fever reducing medication. Return to school must be reviewed and approved by the Administration and accompany a doctors' note.

The following are all known symptoms of COVID -19:

- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Nausea or vomiting
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish/ Measured temperature greater than 100° Fahrenheit

Following any absence, students are responsible for make-up work and tests. These students have an equal number of days of the absence to complete the work in order to receive a grade and not a zero. Any projects or assignments given several days in advance must be brought the day the student returns to school.

**Family Emergency:** Death in the immediate family and serious or prolonged illness are always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.

**Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the student's responsibility to make sure that missed work is completed upon returning to school. Any projects or assignments given several days in advance must be brought the day the student returns to school.

**Tardiness:** Tardiness disrupts the learning environment for all students. Students who are tardy start the day off behind, frustrated, and trying to catch up. **Tardiness is neither excused nor unexcused.** Students must be with their class when the bell rings. Students who are not with their class at 8:00 AM are tardy and must check-in to the School Office, entering through the School Office Gate. Middle School students are tardy after 7:45 AM. PK3 – 5<sup>th</sup> grade students are considered late at 8:00 AM. Excessive tardiness will result in a conference with Administration. School Administration may offer extra time to arrive in the case of citywide traffic or weather issues. **Exceptions to the tardy/absence policy are physicians’ appointments. If a student has a doctor’s or therapist’s appointment in the morning, he/she must bring a doctor’s or therapist’s excuse/note and arrive to school prior to 9:00 AM in order NOT to be counted tardy.**

**Early Departure:** A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. The student is sent to the School Office at the designated time and is to be signed out by the parent/guardian. A student returning to school is to report to the School Office before being admitted to class. Parents picking children up early should report to the School Office, not the classroom. Once students have been marked present, parents must follow early departure procedures to leave with their child. **2:30 PM (12:30 PM on early Dismissal Days) is the latest a student may be picked up early, so as not to interfere with regular carpool procedures and classroom instruction.**

A note explaining student absence is to be sent to the School Office upon the student’s return to school. A student not present during the school day or that leaves during the day may **not participate** in after school activities, sports, programs, dances, etc.

## CALENDAR

Please visit <https://www.stroseschool.org/calendars-events> for our most updated calendar.

## CAMERAS (See General Policies p. 29)

## CAMP KAPPE

Camp Kappe, School for Environmental Education, is located in Plantersville, Texas, and is mandatory for fifth grade students. The students, their teachers, and chaperones learn about food chains and life cycles. They study botany, wildlife, farm animals, and gardening. Students are introduced to environmental issues and concerns. Stewardship principles of God’s creation are taught, which encourages students to protect our God-given resources and use them wisely. All 5<sup>th</sup> grade students will be expected to participate in this overnight experience, and absences from camp are unacceptable; students who miss the experience are given zeros on numerous multi-disciplinary assignments. The cost incurred by the school for this experience is not covered through operational costs alone, and families are asked to fundraise for the experience as well as cover some additional costs. Parents will be automatically billed for Camp Kappe Costs. Scholarships are available, with identified need. Please note, Camp Kappe personnel make every accommodation possible for students to be able to participate in this experience. It is very rare for a waiver to be granted. In order for a student’s absence from Camp Kappe to be allowed, the following must occur:

- 1) The student’s doctor must call Camp Kappe personally and speak directly to the camp directors to express his/her objections for the student attending camp. If, after the dialogue with the director, the doctor believes a waiver should be given to said student, the doctor must write a letter to the campus Principal stating the conditions that prohibit the student from attending Camp Kappe from said Tuesday through Friday. Once the doctor has spoken with the camp director, the school is presented with the doctors’ written letter or recommendation to waive the Camp Kappe requirement, the Principal gives the student allowable absence for four days and alternative assignments are provided. However, because no written assignment may accurately reflect to experiences Camp Kappe provides, grades may be impacted due to the absence.
- 2) If the Principal approves the waiver, the student is given makeup work (due the day the participants return to campus) and is required to pass a comprehensive major test. Any other absences from Camp Kappe are not allowed and the student will receive zeroes in the content areas. Students not in mandatory attendance at Camp Kappe are not allowed onto St. Rose of Lima grounds for the said 4 – day periods. (The student will receive absences for four days.)

## CARPOOL POLICIES

Our Carpool Policies are intended to ensure the safety of our students. These plans are subject to change if further improvements are required.

### ***SAFETY CONCERNS AT ARRIVAL/DISMISSAL TIMES***

We respectfully request your cooperation with the teachers on duty at arrival and dismissal times. The safety of our students at St. Rose of Lima Catholic School is of the utmost importance to us.

#### **IMPORTANT POLICIES:**

- All parents should **remain in their vehicles** during the entire carline process (arrival and dismissal). Parents should not exit their vehicle at any time.
- Student load and unload in 1 single carline, multiple cars at one time.
- If seatbelts and/or car seats need to be adjusted, please pull forward and into a parking spot down by the church or office to make adjustments.
- Drivers must not be on cell phones (state law) and must be attentive to the directives provided by staff members.
- Do not use carpool time to engage the teachers in parent- teacher conferences. If you need to talk with a teacher, call the office to request a formal conference.
- **NEVER walk through the school parking lot during arrival/dismissal with your child.**
- If faculty witness policies being breeched at the safety of our students, the School Administration will be notified.
- Be patient, carpool is all about the safety of our students.

Additionally, all visitors entering the campus must enter through the main campus entry and will be viewed by both exterior and interior cameras. Refer to the visitor section for the policy on school admittance.

## STUDENT ARRIVAL

### **General Arrival Policies**

- **Parents are not permitted to walk up to drop off students. Parents must remain in their vehicles at all times.**
- Staff is on duty to assist children exiting cars from the Car Line from 7:00 – 7:55 AM. After 7:55 AM, the gate will closed and students must be dropped off at the School Office and signed in by a parent.
- All students will unload with staff assistance on the **passenger side of the vehicle only**.
- Always pull all the way forward to the #1 drop off spot to help the line move efficiently.

### **Schedule for Arrival**

All students arrive via Ring Road drop off (entrance on Northeast corner of campus beside the ECC)

- 1) Approach the Ring Road drive going westbound on 38<sup>th</sup> St./Wakefield Dr.  
All traffic must approach from the Shepherd/Sue Barnett direction.
- 2) Ring Road drive entrance is located at Northeast corner of St. Rose campus. Enter drive and proceed through open gate.
- 3) Join carline at the end and follow Ring Road around to covered Drop Off at south side of campus.
- 4) Students will unload with staff assistance on the passenger side of the vehicle.
- 5) The Car Line will exit the Ring Road drive onto Brinkman St.
- 6) **Reminder: do not get out of your car.**

## DISMISSAL

*Note: 2:30 PM is the latest a student may be picked up early, (12:30 PM on early dismissal days) so as not to interfere with regular carpool procedures. Early pickups occur at the School Office.*

Our priority is the safety of our students. All students will be dismissed through the carline or to Kidventure. For their safety, **all** students must be registered with the KidVenture after school program, even if it seems unlikely, they will utilize the program. Failure to register your child for the after-school program is a risk. Refer to the ‘After School’ section.

### General Dismissal Policies

- Your Family Name Sign (provided by the School Office) should be prominently displayed in the front window of your car until you have exited the parking lot.
- **Parents may not walk up to retrieve their children. Do not approach the building entrance, you will be asked to return to your car.**
- Make all carpool arrangements in advance and do not call the School Office requesting a change at the last minute.
- If you are late picking up your child/ren, join the existing carpool line at the end. **DO NOT CUT IN LINE.**
- The staff members lining up cars and sending them to specific “pick-up stations” provide an extremely valuable service to families. Because of numerous safety issues, all drivers must follow the directions of staff members during carpool. Please remember, we want to keep you, your child, and our staff members safe.

### Dismissal Times

Each family will be issued a Family Name Sign for use during carline dismissal. If you have multiple children, you should pick up all your children in the time and at the location allotted to your **oldest child**. If you drive through the carline before your child’s allotted time slot, your older child will not be available for pick up yet. This will delay the dismissal process for everyone.

#### Regular Dismissal Times:

PK3, PK4, and Kinder - 3:00-3:15 PM  
Elementary - 3:15-3:30 PM  
Middle School - 3:30-3:40 PM

#### Last Friday of the Month Dismissal Times:

PK3, PK4, and Kinder - 1:00-1:15 PM  
Elementary - 1:15-1:30 PM  
Middle School - 1:30-1:40 PM

#### Red Line on Map

##### PK3 – 2<sup>nd</sup> Grade

##### 3<sup>rd</sup> – 5<sup>th</sup> Grade with younger school siblings

- 1) Approach the Ring Road drive going westbound on 38<sup>th</sup> St./Wakefield Dr. (From Shepherd Dr.)
- 2) Ring Road drive entrance is located at Northeast corner of St. Rose campus. Enter drive and proceed through open gate.
- 3) Join carline and follow ring road drive around to Brinkman St. Turn right (North) onto Brinkman St. and enter second driveway of Parking Lot B.
- 4) Pull up to the next staff member at a numbered pick-up positions and he/she will put your child/ren into the car. (Under the covered Drop Off)
- 5) Cars exiting the lot should “keep moving north” and exit near the church, turning right on Brinkman toward Wakefield. This allows traffic to flow quickly and safely, keeping the south bound lane clear for neighborhood traffic.

#### Yellow Line on Map

##### 3<sup>rd</sup> – 5<sup>th</sup> Grade without younger school siblings

##### 6<sup>th</sup> – 8<sup>th</sup> Grade

- 1) Approach the Ring Road drive going westbound on 38<sup>th</sup> St./Wakefield Dr. (From Shepherd Dr.)
- 2) Ring Road drive entrance is located at Northeast corner of St. Rose campus. Enter drive and proceed through open gate.
- 3) Join end of carline and follow Ring Road around to covered Drop Off at south side of campus.

- 4) Pull up to the next staff member at numbered pick-up positions and he/she will put your child/ren into the car.
- 5) Cars exiting the drive should go South, turning left on Brinkman toward 34<sup>th</sup> Street. This allows traffic to flow quickly and safely.

### **WALKER POLICY**

School families living within **one mile of the school campus** have the option to walk. Student Walkers may enter and exit campus **only** through the School Office Gate. In the morning, students should ring the intercom to be buzzed into school. In the afternoon, students will be brought to the School Office gate at their grades' given dismissal time. However, if you have multiple children, you should pick up all your children in the time allotted to your oldest child.

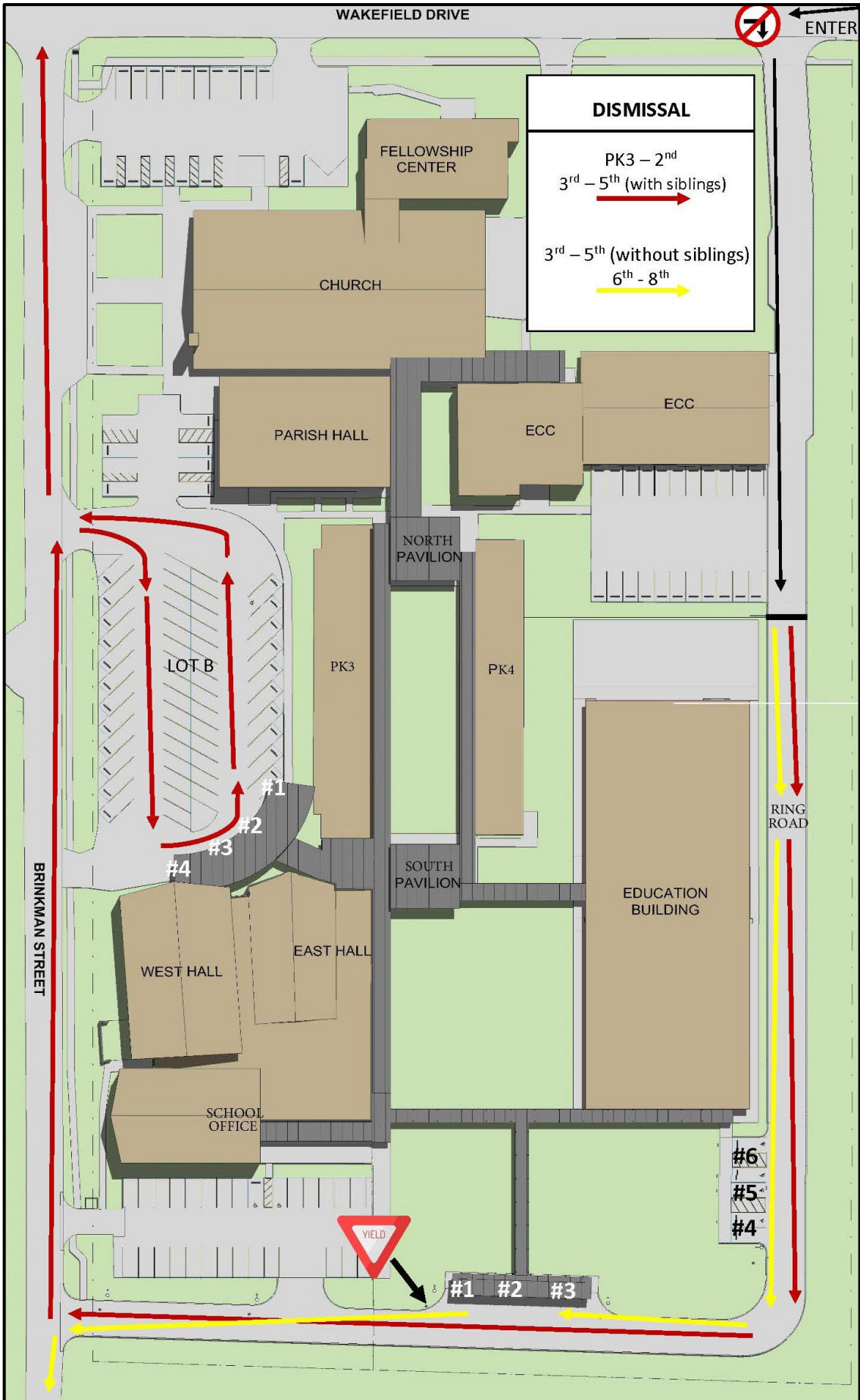
If your 5<sup>th</sup> – 8<sup>th</sup> Grade child is walking home independently he or she must sign out daily on the clipboard in the School Office before exiting campus.

**No students may accompany Walker students without a submitted and approved Walker form.**

### **Parking**

There is no parking along Brinkman St. at any time. Parking on sidewalks violates city code APK – 13 and Parking within a school zone violates Code APK- 18. Violators will be towed.





## CLINIC INFORMATION

### Clinic Policy

When a child is sent to the clinic for care, the parent will be notified if the child must be sent home. No child is to be left at school once he/she has become ill or injured. Students must be picked up within a reasonable amount of time after parents are notified. To be able to notify parents, it is imperative that parents give the school accurate telephone numbers where they (or their designee) can be reached during school hours. If parents go out of town while school is in session, the school should be furnished with the name and telephone number(s) of the person taking care of the children.

For the protection of all students, children with the following symptoms will be sent home as per state guidelines:

- Fever (100 degrees Fahrenheit or higher), or any condition that presents with fever: Returning when they are fever free for 24 hours **without** the use of fever suppressing medications.
- Vomiting: Returning when they have not vomited for 24 hours **without** the use of suppressing medications.
- Illness including Diarrhea: Returning when they are diarrhea free for 24 hours **without** the use of diarrhea suppressing medications.
- Suspected contagious disease such as pink eye, chicken pox, flu, strep throat, etc.: Returning when cleared by a physician.
- General malaise (too ill to remain in school).

If a student has any of these above symptoms in the morning before coming to school, he/she should remain at home. If your child remains at home because of a communicable/contagious disease, please call the school nurse at (713) 691- 0104 ext. 4117 to determine when your child may return to school.

**In case of fever, diarrhea, or vomiting, a student must not return to school until the body temperature has been normal for 24 hours, and is free of diarrhea or vomiting for 24 hours. If your child is sent home during the school day for any of these, s/he may not return the following day unless a doctor's release is provided.**

### COVID -19 Clinic Policy:

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
2. In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - a. At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - b. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - c. At least five days have passed since symptoms first appeared.
  - d. Individual must abide by strict mask wearing for the next five days.
  - e. In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis and (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

## Medication

The daily routine of the clinic includes the management of medications. The schools of the Archdiocese of Galveston-Houston adhere to the Texas Education Code §22.052 regarding the administering of medications to students by school employees. Parents are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. For example, the physician may be able to prescribe the medication before/after school and at bedtime. Medication (prescription and non-prescription) may be administered to students who have a diocesan medical form on file. The medication form must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, exact dates medication is to be given, liability release, and signatures of the parent/guardian and physician. The documented medications will be administered within thirty minutes before or after the prescribed time. Forms are available from the School Office.

Parent, guardian or designated adult must deliver and pick up medicine to be administered. All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and the date that the prescription was filled. Non-prescription medication must be in its original container indicating directions for use and labeled with student's name. **Parents, please do not send medication with your child to be self-administered.** If there is a medication discrepancy that might be injurious to the student, the school clinic attendant/Principal designee has the responsibility to question the discrepancy or refuse to give medication. Medications must be stored in the clinic and administered by the School Nurse or other trained professional.

## COMMUNICATION

Various methods of communication exist to communicate school business with families, including school newsletters, FACTS blasts, administrative letters, schedules, official school social media accounts, and the school website. Parents are strongly encouraged to read and be aware of the enclosed information from the Principal, Assistant Principal, teachers, office staff, and school/parish groups. Communications are sent home throughout the week. Please check daily for memos in your child's folder and/or backpack. Please allow a four-week adjustment period with a teacher before requesting a parent conference with the teacher.

If a parent would like to schedule a conference with the Principal, they are invited to contact the School Office. If parents wish to discuss their child's progress, the conference should first be scheduled with the teacher. Parents wishing to log a complaint against their child's teacher should FIRST address the issue with the teacher. Parents or teachers may request the Principal to be present at a conference. To voice concern about a staff member who does not teach their child, parents should contact the Principal. A good rule of thumb is to always go to the source of the issue so to avoid the "middleman" and get the problem resolved faster.

## COUNSELING AND GUIDANCE

Catholic Schools offer many guidance opportunities for all students. These include value – oriented lessons, individual attention, meaningful liturgical celebrations the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles and social justice. The guidance process is continuing and developmental; it helps all students to develop wholesome self-concepts, and self-discipline, and skills to choose safe and healthy lifestyles. The counseling program utilizes a guidance curriculum to assist the classroom teacher in integrating guidance with other subject areas. **Friendly** is utilized as the campus guidance program.

St. Rose of Lima Catholic School employs a part time, school counselor for 4<sup>th</sup> – 8<sup>th</sup> grade and a part time counselor through Catapult for PK3 – 3<sup>rd</sup> grade. If the counselor is unavailable, the Principal will assist with personal/emotional issues. Sometimes, counseling referrals to outside agencies will be made by the counselor or the Principal.

## CURRICULUM

Core curriculum at St. Rose of Lima Catholic School is an Archdiocesan curriculum (founded on Christian values and authentic Catholic doctrine) based on the Texas Education AGENCY (TEA) essential elements as part of the Texas Essential Knowledge and Skills (TEKS). Our campus curricula program is accredited by TCCBED. Master teachers from the Archdiocese of Galveston Houston Catholic Schools develop, review, and revise these guides as needed. It is our philosophy and belief that our curriculum demonstrates an excellence in academics, rather than merely the essentials of academics, since our curriculum is based on national Catholic standards. Our curriculum includes English/Language Arts (reading/grammar, phonics, and spelling), handwriting, creative expression, and writing), math, science, social studies (history and geography), fine arts, P.E., and religion. These subjects are taught in self-contained classroom settings (grades PK – 5) with departmentalized settings for grades 6 -8. There are special programs scheduled, such as physical education, music, speech, art and Spanish for select grades.

## DISCIPLINE OF STUDENTS

### Discipline Policy

The goal of any discipline program is to assist the student to achieve self-discipline that is consistent with good moral principles. Teachers work in cooperation with the Principal to ensure that everyone in the school community respects the students' right to learn and the teachers' right to teach. Interference in the process will not be tolerated and will result in disciplinary action that may include removal from class.

The discipline program utilized at St. Rose of Lima Catholic School consists of well-defined regulations and consequences for student behavior. Classroom/school rules and consequences are clearly communicated to parents and students, and rules are posted in each classroom. If a serious discipline problem arises with a student, either the teacher or the Principal will notify the parents. When a parent wishes to seek redress for any matter relating to a student, the teacher should be approached first. If the matter cannot be satisfactorily settled with the teacher, the parent may then bring the matter to the Principal's attention in writing. Students are expected to be courteous and respectful to one another, all school personnel, and volunteer workers at all times. Students will obey the directives found in the Handbook, and those given by teachers and staff.

All students are expected to:

- Be respectful of others and school property – keep your hands to yourself!
- Be courteous and considerate of others
- Obey classroom and school rules
- Be honest, truthful, and trustworthy
- Exhibit Christian behaviors and morals
- Report behavior that is inappropriate or threatening to them or others to an adult
- Ask for support when needed
- If you see something, say something.

Students are expected to cooperate with all School personnel as they perform their duties as employees of the school. Refusal to identify oneself or walking away from an employee in a contemptuous manner will result in disciplinary action and a required visit with the counselor.

When two children have an altercation, they will be given an opportunity to state their sides. Mediation by a teacher, counselor, and/or the Principal will foster a community of reconciliation and reparation.

## **Disciplinary Notice/ Referrals**

A student is subject to removal from class, which may result in suspension, expulsion, or referral for prosecution, if while on school property or while attending a school sponsored or school related activity on or off school property there is a question of:

- conduct that is inappropriate for a Christian student
- threatening other's safety
- participating in assault that results in physical injury to a student, including biting or breaking the skin, or any school personnel
- making verbal threats (about causing physical injury to others)
- chemical substance use or violation of the Archdiocesan Policy Regarding Use of Controlled Substances
- medication misuse or overdose
- possession of a weapon

## **Biting**

Students in early childhood classrooms receive a warning for biting the first time and will be sent home the second time. If a bite breaks the skin, the student will be sent home.

Teachers will complete a Behavior Referral form for any student that is removed from class and sent to the School Office. Administration will counsel the student appropriately and determine consequences, if applicable. A copy of the Behavior Referral form will be sent home with the student for Parent signature on the same day that the incident occurs. Behavior Referrals should be returned the following day.

According to the SRLCS discipline plan, the following steps will be taken to improve student behavior:

- Warnings (all grades)
- Signing "the Book" (grades 4 – 8), marking their conduct log
- Sign discipline referral form, taking responsibility for discipline choice
- Teacher contact home or schedule parent conference
- Visit to the Principal's office (counts as a "referral")
- Demerit or Detention assignment (Middle School)
- In-school suspension
- Out-of-school suspension (may not be able to make up the work; counts as an absence)
- Home Study program
- Conference to consider student withdrawal from campus (with 2 out-of-school suspensions or major offense of the disciplinary code)

Further, behavior away from school that might reflect negatively on the school may be considered grounds for disciplinary action. A student who is accused of serious wrong can be placed in a home-study program. Only students who adhere to the disciplinary policy will be invited to re-register.

Behavioral issues may result in loss of privileges, including attending field trips or other school functions. Parents may be required to attend field trips for students with repeated behavior challenges. Eligibility for travel for either sports or the 8<sup>th</sup> grade trip will be reviewed on an individual basis.

## **Middle School Merits & Demerits**

Middle School students receive merits and demerits for behavior that does not meet expectations. Merits are awarded for positive behaviors that go above and beyond expectations. Demerits are given for actions that do not meet SRLCS behavioral norms. Merits examples: going above and beyond, service to others, or living the gospel. Demerit examples: dress code violation, class disruption, or misuse of school property. Both merits and demerits are recorded in RenWeb. After they are recorded, parents receive an email explaining the behavior and actions taken to correct the behavior. Demerits in excess are cause for concern. Detention, conference, and suspension are determined for Middle School students based on the severity of the offense or the number of demerits received.

## **Disciplinary Probation**

A student's continuous misbehavior may result in being placed on disciplinary probation by the Principal. The Principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the Principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the Principal may consider other actions.

If a problem persists, the child may be removed from class until parents attend a conference with the teachers and/or the Principal.

## **Parent/Teacher/Student/Principal Conferences regarding behavior are held for the following occasions:**

- Use of profanity
- Leaving the classroom without permission
- Theft or Cheating
- Violent displays of behavior, including biting/breaking skin, and/or spitting
- Possession, display or sharing of materials considered to be restricted
- Disrespectful and disobedient behavior toward teachers or school personnel
- Harassment (including sexual harassment), bullying, cyber-bullying, hazing

## **Bullying**

Bullying, cyber-bullying, hazing, and harassment of any kind, including sexual harassment, will not be tolerated at SRLCS. Any incidents of this nature that are reported will be investigated fully. Consequences will fit the nature of the offense and may be severe, including suspension and/or expulsion or withdrawal from the campus (especially for repeat offenders).

## **Detention, Suspensions and Expellable Offenses**

Detention:

1. Detention will be scheduled as necessary for any child whose actions have not improved or whose behavior warrants this option.
2. Middle School students with six demerits will be given a detention.
3. If a second detention is earned before the first detention is served, an in-school suspension will be assigned.
4. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Failure to serve detention on scheduled time/date will be directed to Principal to determine immediate action moving forward. Students may be required to serve detention before school, after school, and during school or lunch as a consequence for a variety of reasons.
5. Action plans and consequences may also be assigned as deemed appropriate by the Principal.

## **Suspension:**

Suspension is a serious punishment that shall be used when a student is in serious violation of the Discipline Code (7 referrals), repeated offenses, or commits a major offense. Should it be necessary to suspend, both oral and written notice will be given to the students and parents. The suspension may either be in-school or out-of-school suspension. This is at the discretion of the Principal.

In-school suspension means that the student will not be allowed to attend classes with fellow students and is required to complete all regular class work in another more secluded setting. An in-school suspension may last up to three (3) days.

In-School Suspension:

1. The student receives a **20% deduction on all daily work and homework** assigned that day. Tests and major grades are not affected.
2. It is the student's responsibility to complete all the work.
3. Parents must confer with Administration before the student may return to class.

#### Out-of-School Suspension:

1. The student receives **zeros for all daily work and homework** assigned that day.
2. Students will receive a 20% deduction on all major grades missed, but will be able to make up the major grade assignments.
3. Parents must confer with Administration before the student may return to class.
4. Student cannot participate in any extra-curricular activities that day.

#### Home Study

A student who is accused of serious wrongdoing may be placed in a home study program (under the direction of the parent/guardian), pending adjudication or an investigation into the matter, depending on the length of time remaining in the school year, type of infraction, and other factors. The parent/guardian will be responsible for the education of the student.

#### Expulsion

Expulsion is an extremely serious matter, and every other possible solution will be explored with the students and his/her parents prior to taking this action. A student's continued enrollment at the school will be subject to his/her meeting the scholastic and behavioral standards set forth by the school administration. If any student fails to meet these standards, and if the Principal believes continued enrollment of the student is not in the best interest of the student or the school, the Principal shall so advise the pastor. A written notification of the expulsion, stating the circumstances and dates of the matter shall be sent to the diocesan Superintendent of the Schools. Parents may appeal the expulsion through the appropriate grievance process.

Immediate expulsion can take place when a student:

- Participates in disruptive activities by a group, including but not limited to gangs and consistent bullying or harassment.
- Possesses, uses, or delivers narcotics, dangerous drugs, harmful substances, or alcohol on the school campus or school – sponsored activities.
- Smokes or uses any tobacco product on a school property, or at a school related activity.
- Possesses, uses, or conceals a weapon or any item construed to be a weapon on a school property or at a school related activity (a weapon is any instrument which might produce bodily harm or death)
- Threatens bodily injury or harm to a student/school personnel
- Assaults a student or any school personnel that results in physical injury
- Leaves the school grounds without authorization, disrupting the learning environment.
- Vandalizes school property or the property of others
- Commits persistent acts of incorrigible behavior

#### Archdiocesan Policy Regarding Use of Controlled Substances

“The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution. This policy is in effect whether the student is on school property or attending a school sponsored or school – related activity on or off school property.”

The following are examples:

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics.
- Acting under the influence of an illegal drug, alcohol, narcotic, marijuana, vape, or a controlled substance.
- Medication misuse or over-dosage.

#### Guns and Weapons

We are a weapons-free, gun-free campus. Guns and other weapons on campus can be a hazard to the welfare of human beings and a safe learning environment. **They are not permitted on our campus.** Possession of such items will result in immediate notification of appropriate authorities.

## **Harassment**

Harassment, as defined for St. Rose of Lima Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently, and action taken may range from a disciplinary report to expulsion from the school and some cases legal action. Should anyone become a victim of or witness harassment, the following steps should be taken:

1. Immediately notify someone in authority, such as teacher, Principal, or counselor.
2. After reporting the harassment, keep the information confidential.
3. If necessary, write an account of what happened for future reference.

St. Rose of Lima Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. **Students making such threats (seriously, in jest, online, at school or even after school hours) face detention, suspension and/or expulsion.**

## **Harassment - Sexual**

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.
2. Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.
3. Retaliation for having reported or threatened to report sexual harassment.
4. Obscene comments of a sexual nature can be deemed as sexual harassment.

## **Public Displays of Affection**

Public displays of affection between students are discouraged and will result in disciplinary action.

## **DRESS CODE GUIDELINES**

**Please be professional in adhering to the dress code and all procedures set forth in this handbook. "Loopholes" or any attempts to circumvent the spirit of these guidelines are not considered valid.**

All students must be in complete uniform at all times.

**Flynn O'Hara is the sole provider of uniforms for St. Rose of Lima Catholic School.**

FLYNN O'HARA UNIFORMS [www.flynnohara.com](http://www.flynnohara.com)  
Flynn O'Hara Uniforms - Shoppes at Memorial Villages Shopping Center  
1022 Wirt Road, Suite 326  
Houston, TX 77055

The School Administration reserves the right to determine if articles of clothing are part of our uniform code as follows:

## **General Dress Code and Grooming Guidelines**

The way a student dresses affects the way the student behaves and learns. To maintain an atmosphere that is conducive to learning, we expect our students to be neat, clean, tidy, and modest in appearance. Hairstyles for boys and girls should meet the standards of good taste for the classroom.



**BELTS:** Brown or black belts must be worn with pants or shorts that have belt loops. (PK3, PK4 and Kindergarteners are not required to wear belts.)

**COLD WEATHER:** Navy cardigans/navy fleece jackets (purchased through Flynn O’ Hara). Long sleeved **white** shirts may be worn under short sleeved polo shirts for warmth. Coats may be worn outdoors when the weather dictates. No outerwear is allowed to be worn inside the classrooms. Girls may wear navy Flynn O’Hara leggings from October through February.

**HAIR:** Boys’ hair length must be above the collar and must not cover the ears. Facial hair is not permitted and must be shaven. All students’ bangs must be above the eyes. Styles that are disruptive to the learning environment are not allowed (examples – “Mohawk” or cut in designs). Hair color must be of the students’ natural color.

The teacher and/or Principal will contact parents regarding their child’s hairstyle when it is not approved or is inappropriate. Students may be sent home to remedy the situation.

**JEWELRY:** Girls may wear small stud earrings in the ear lobe only (one per lobe). No other piercings are allowed. No hoop or dangle earrings are permitted. Students may wear simple watches. Religious necklaces may be worn, but jewelry with messages, advertisements or political statements are not allowed. No more than a total of two necklaces, bracelets or anklets may be worn.

Jewelry should be minimal. Students may be asked to remove jewelry that is disruptive to the learning environment. Middle School students will receive demerits for violations.

**MAKE-UP AND POLISH:** Make-up is allowed only for girls in Middle School and must be a natural look. Glitter is not permitted. The School Administration reserves the right to determine if too much make up is applied and may have the student wash it off. French manicures, gel, or fake nails are not allowed. Only clear nail polish may be worn.

**MISCELLANEOUS:** All clothes must be clean and well kept. No torn clothing or clothing in disarray is allowed. Proper underwear must be worn. **Shorts and skirts must no more than 4 inches above the knee. Shirt tails must be tucked in.** Modesty shorts (black or navy) must be worn under skirts/jumpers and are not to be longer than the hem of the skirt/jumper. No hats or caps may be worn. Undershirts/camisoles should be white and free of graphic designs.

**OUT OF UNIFORM:** The Principal may designate special dress days periodically during the academic year. These special dress days will be announced. Students may be “out-of-uniform” on their birthday. If the birthday is on a Mass day, then the student should wear the Mass uniform. The student can choose the day before or after Mass to be in out-of-uniform. If the birthday lands during the summer break, then the student can work with the teacher to designate a “school birthday” to be out-of-uniform. “Out of uniform” attire must be modest and school appropriate. **Shorts and skirts must be no more than 4 inches above the knee.** No backless, open-toed, “cros”, or high-heeled shoes are permitted. Torn or ripped jeans, pants, shorts, and work out wear are not permitted. Scout uniforms may be worn on appropriate days.

**PE UNIFORMS:** Middle School will receive one school PE Uniform. Additional PE Uniforms may be purchased at Flynn O’Hara Uniforms. The student’s name or initials should be written on the uniform top and bottom. Middle School Students must dress out each day for PE.

**PERSONAL GROOMING REQUIREMENTS:** When girls reach a certain stage of development, modesty requires they should wear undergarments, no matter the age. Parents are asked to monitor their child’s development and buy undergarments and bras for their female child so that classroom disruptions do not occur and embarrass the student or the class.

Both boys and girls, at certain times in their development, may need to be conscious of body odor. Usually by third grade, we begin discussing with students the need for deodorant. Please be mindful of your child’s personal hygiene needs to avoid embarrassment.

**SHOES:**

PK 4 – Elementary Girls: Navy Mary Jane, Keds Navy Saddle Shoe, or Black shoe with black sole

PK 4 – Elementary Boys: Merrill Jungle Moc, or Black shoe with black sole

Middle School: Black shoe with black sole, Mass Uniform: Brown leather loafer

**SOCKS: Solid white socks** are to be worn and must rise above the shoe. Girls may wear navy or white tights (full length) during cold weather. Girls may wear navy Flynn O’Hara leggings from October through February. (Non-Flynn O’Hara leggings and footless tights are **not** permitted.)

Grade	Daily Uniform	Mass Uniform	Shoes
PK3	<b>Girls</b> - Red jersey dress - Plaid dress with collar		
	<b>Boys</b> - Red t-shirt - Navy pants or shorts		
PK4 – 5 <sup>th</sup>	<b>Girls</b> - Red polo - Plaid skort	- Plaid jumper with white shirt - Plaid dress (PK4 Only)	- Ked navy saddle shoe, navy Mary Janes or black shoe with black sole
	<b>Boys</b> - Red polo - Navy pants or shorts - Brown or black belt (Grades 1–5)	- Blue oxford shirt (long or short sleeves) with plaid tie - Navy Pants	- Merrill Jungle Moc or Black shoe with black sole
Middle School	<b>Girls</b> - Light blue polo - Navy skirt	- White blouse - Plaid skirt - Brown leather loafers	- Black shoe with black sole - Brown leather loafers
	<b>Boys</b> - Light blue polo - Navy pants or shorts - Brown or black belt	- White oxford with striped tie - Navy pants - Brown or black belt - Brown leather loafers	- Black shoe with black sole - Brown leather loafers

**SPIRIT SHIRTS:** Students may wear a school spirit t-shirt designed for the current school year on Fridays in place of the regular uniform shirts. Booster – Purchased shirts (not athletic wear) can be worn on Friday with uniform bottoms. PK3 girls may wear out-of-uniform shorts with their spirit shirts on Fridays.

Sports jerseys may be worn on Friday with uniform bottoms during the athletic season. Special permission may be granted by a teacher/Principal for jeans.

**Dress Code Violations**

Students are required to follow the Dress Code. When students violate the Dress Code, a notice will be sent home to parents and the violation reported to the Administration. Depending on the violation, students are given fair amount of time to correct the violation. For haircuts and the need to purchase new uniform items, the school will typically allow a weekend for this to occur.

Every third notice for a Dress Code violation may warrant disciplinary action (Grades 1-5). A demerit will be issued for each violation for Middle School. Loss of free dress and other privileges will result from habitual issues with the uniform policy. The School Administration reserves the right to send students home to change if they are in direct violation of the Dress Code.

## ENRICHMENT OPPORTUNITIES

SRLCS students have many opportunities for enrichment, including the following:

- Archdiocesan Spelling Bee
- Camp Kappe School for Environmental Education (5<sup>th</sup> Graders)
- TX Starbase (5<sup>th</sup> Graders)
- Academic Electives
- Academic Competitions at High Schools
- Athletics
- STREAM
- Bible Bowl
- Science Fair
- Catholic Schools Week
- Field Trips

## FIELD DAY

The purpose of field day event incorporates team- building skills for all students. All students may participate in this fun – filled day if they have earned the right to do so. Because safety is the utmost concern for all students, and due to the physical activities of Field Day events, we ask parents not to bring younger siblings. Volunteers are welcome to work the concession stand as well as monitor activities and games. Students must have appropriate behavior during the school year (less than 7 discipline referrals) to participate in Field Day.

One day will be devoted for PK3 and PK4 (known as “Splash Day”) and a second day for Kinder – 8<sup>th</sup> Grade.

## FINANCES

### Registration Fee

A **non-refundable** registration fee per family is payable at the time of registration.

### Tuition Payment Choices

Tuition is an annual rate and may be paid in ten monthly payments, two semester payments, or one annual payment. A family choosing to pay annual tuition in one payment should make such payment by August 1<sup>st</sup> to receive a 2.5% discount. Families choosing to pay two semester payments should make such payments by August 1 and January 2.

Payments should be made out to St. Rose of Lima Catholic School and made through Family Portal or directly to the School Office no later than the **5<sup>th</sup> of the month**. Families choosing to pay the tuition in ten monthly payments must notify the School Office at the time of registration.

### Credit card fees

School related payments made with a credit card are subject to a 2.9% processing fee per transaction.

### Fine Arts Fee

A fee of \$50 per student may be assessed for students participating in plays. This fee assists in securing cost of costumes, set/props and scripts. Financial restraints on an individual/family basis should be discussed with the administration. A fee of \$100 per student is assessed for band students.

### School Supply Fees

The School Supply fee (\$500/student) covers the cost of many of the materials and supplies used by students during the academic year, including tote bags for all PK3, PK4, and Kinder students. The school supply fee is a **non-refundable** fee and cannot be prorated. This fee covers books and curriculum pieces, fields trips admission and transportation costs, and all school supplies. The Supply fee is payable directly to St. Rose of Lima Catholic School and is due by March 31<sup>st</sup> or at the time of registration. This fee is per student, not per family. School Supply Fees are not covered by FACTS OR MSPP.

### **Sports Fee**

The Sports fee of \$75.00 per sport is assessed for all athletics programs. This fee covers official uniforms, sports supplies, coach stipends, court or field rental, and payments to game officials. The Sports fee excludes Karate and Gymnastics programs, which are paid on a semester basis. Financial restraints on an individual/family basis should be discussed with the administration.

### **Returned Checks**

A \$30.00 charge exists for all checks returned to us by your bank. If two checks are returned to St. Rose for Non-Sufficient Funds, the family will be placed on a cash or credit card payment only basis.

### **Late Fees**

Monthly tuition is due on the 1<sup>st</sup> of each month, August – May. The school will charge a late fee (\$30.00) for delinquent monthly tuition payments. **Your tuition is considered delinquent after the 5<sup>th</sup> day of the month.**

### **Financial Assistance**

Families requesting aid must apply through the Diocese FACTS program at <http://www.choosecatholicschools.org/tuition-assistance-program/> before additional assistance can be offered from the school. Financial Assistance applications can be submitted through our website. Raffles ticket sales are expected from families receiving aid as a show of support for the school. Parents must reapply annually for assistance before applying for MSPP (Monsignor Paul Pieri Funding).

### **Collections**

St. Rose is a tuition-based school, and all accounts must be current. These include tuition, fees, or payments for lost or damaged books. Delinquent accounts may be turned over FACTS Tuition Management for collections. Report cards and Progress Reports are withheld when financial responsibilities to the school have not been met. Students with delinquent accounts may not participate in After School activities. Failure to pay tuition may result in the removal of the child from class. Re-entry to class may be allowed upon payment of outstanding funds.

## **GENERAL POLICIES**

### **Blogs/Social Networking**

There are several official school social media accounts where accurate school information is published. Please refer to these sites as well as the school website and School Office for official information to avoid confusion.

The content of a parent/student's posts, should they include defamatory comments regarding the school, the faculty, other students, or the parish, may result in disciplinary action.

### **Books/Workbooks/Electronic Equipment**

Each student is charged a book fee for the rental of certain school-owned textbooks (contained in the School Supply Fee). Students are responsible for the care of the books issued to them. If a student loses a book, he/she is responsible for notifying the teacher. The student will be charged a replacement price for any lost book as determined by Administration. At the end of the school year, the rented books are returned to the school. Students will be fined for books and/or electronic equipment that are damaged while in their possession. All school-owned texts are to be **COVERED** at all times in order to provide protection for the books and to minimize wear and tear.

### **Branding**

Persons wishing to utilize the school's academic or athletic brands for any use need to get brand approval from School Administration. Students will not be permitted to wear any spirit wear or branding clothing that is created without approval.

St. Rose of Lima Catholic School has created its visual branding pieces to establish a public presence and voice to our school. As our brands speak to the public of who we are, it is imperative that we create a distinct and unified presence for this brand.

### **Camera Surveillance**

To enhance your child’s safety at school, the campus uses a closed-recording camera surveillance system (no audio recordings are made). Cameras are placed at multiple locations around the campus. These digital recordings are kept for a limited period of time and are kept and viewed, as needed, in a very confidential manner. Parents are not permitted to view the recordings due to confidentiality issues with other children who may be viewed on the digital pictures. Cameras are not present where there is a reasonable expectation of privacy – for example, the clinic and restrooms.

### **Cell Phones**

**No student cell phones are allowed on campus. This includes any off-campus sporting or afterschool event at which you represent St. Rose of Lima.** Emergency calls can be placed from the School Office. Cell phones and personal electronics that are being used will be confiscated and returned to parents at a conference. Students involved in possession or transmission of inappropriate photos, texts, messaging, or emails on their cell phone or other electronic devices may face suspension and/or expulsion for those occurrences both on and off campus.

St. Rose of Lima Catholic School cell phone policy applies to every student that attends our school. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device, including wristwatches with cellular capability.

### **Change of Address**

Parents should keep the school informed during the school year of changes in telephone numbers, mailing addresses, email contacts, and/or persons to contact in case of an emergency. It is absolutely necessary to have telephone numbers available to reach all contacts in the event of an emergency.

### **Child Abuse Laws**

St. Rose of Lima Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services immediately.

### **Computers**

In order for a student to have access and use of technology resources at St. Rose of Lima Catholic School, the student and parent must sign the Technology Acceptable Use Agreement. Violations of the Technology Acceptable Use Policy will result in disciplinary action and/or revoking of technology privileges.

### **Conferences**

Communication between parents and teachers is essential to a strong educational program. Parent/Teacher conferences are encouraged two times a year. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. Please allow a four-week adjustment period with a teacher before requesting a parent conference with the teacher. Conferences are not permitted the last two weeks of school. It is not appropriate to expect an unscheduled conference or a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick up line. Parents are requested to call teachers during school hours only. Teacher emails are available for communication with each staff member.

### **Deliveries**

St. Rose of Lima Catholic School will not accept delivery of restaurant food, flowers, balloons, etc. for students.

### **Extended Day Programs (Morning Care and Kidventure)**

Morning Care is available from 7:00 AM to 7:45 AM each day of instruction during the school year free of charge.

Our after-school care is provided by Kidventure and is available throughout the school year until 6 PM. Children will be transferred from classrooms to other supervised areas. **For your child's safety, he/she must be registered for the Kidventure program, regardless of the intention to use it.** Failure to properly register your child is a safety issue and may result in administrative action. *All students should be picked up by 6 PM.* Charges for Kidventure will be handled through Kidventure. Failure to pay fees may result in removal of the child from the program. Children requiring aftercare before sports practices or games **will be charged.** Children must be signed out by parents before leaving Kidventure.

### **Extracurricular Activities**

Students are encouraged to join extra-curricular activities as offered at the school. Additional fees may apply. All school rules apply while on campus or while representing the school off campus including the use of cell phones.

### **Forgotten Articles**

An important part of building responsibility in children is allowing them to experience logical and natural consequences. Therefore, we ask that you **do not bring** forgotten items to school. If a lunch is forgotten, an Office lunch will be provided for a fee. Your cooperation is appreciated. Students are not allowed to use the phone to call for forgotten items.

### **Fundraising**

To provide a quality Catholic education for children, the school must have the necessary funds to provide the best teachers possible, as well as current technology and textbooks. SRLCS respectfully requests positive parental participation in school fundraising activities and in serving the school. The school holds three annual fundraisers: a Halloween Festival, a Gala, and an Annual Fund. Throughout the school year other fundraisers arise such as “Untuck for a Buck” or “Spirit Nights” at local restaurants. We humbly ask that families support the school fundraisers by selling raffle tickets, donating auction items, volunteering at events, and attending events.

#### **Fundraising Expectations for Families**

- Halloween Festival - \$300 per student in raffle ticket sales
- Gala – donating to class projects
- Annual Fund – 100% family participation

### **Gum**

We are a gum free campus. Gum chewing or possession of gum is not allowed.

### **Lost and Found**

We highly recommend all articles including lunch boxes, uniforms, sweaters, binders, backpacks, etc. be labeled with the student's first and last name (not just initials). Many items are lost throughout the year, and we are unable to return them because they are not labeled. Lost glasses will be turned in to the School Office.

### **Lockers / Cubbies**

Students are assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers / cubbies only at specified times. The school reserves the right to inspect these areas at any time. Lockers and cubbies may not be decorated on the exterior. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. Students in 6<sup>th</sup> – 8<sup>th</sup> grades are issued a school-owned combination lock to use to protect their personal items. The school reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of St. Rose of Lima Catholic School. Students will be charged for replacement of any lost lock or damage to lockers/cubbies.

### **Media Issues**

All approved volunteers are permitted to take pictures/videos at school functions. However, the posting of these photos/videos to public social media sites could be a violation of students' confidentiality and privacy. (Please research FERPA to better understand privacy violations.)

### **Non-Custodial Parents**

Non-custodial parents will be provided records of their student's progress if they request a copy in writing. This information will be shared after the custody agreement with judge's signature is presented to the Principal. A fee may be charged to non-custodial parents for shipment and handling of records.

### **Performances during School**

Siblings of performing students should not be pulled from class to watch performances. Students pulled from class to watch a performance will be signed out for the day and expected to return the following day. Incomplete work, including homework, may not be made up.

### **Release of Student**

Parents should provide a written note to the school authorizing the release of the student to any person other than the legal custodian or person authorized to do so on the Emergency Information Card. Parents may send email for notification to School Registrar and the student's Homeroom Teacher. Staff may ask an adult picking up the child to show proper identification in order to ensure a child's safety.

### **Searches of School Property**

Lockers, desks, parking lots, and other fixtures or facilities provided for the students are the property of the School. School officials may conduct searches or use other detection devices within the facilities at any time. This includes requesting students to empty book bags, backpacks, pockets, sports bags, lunches, or purses.

### **School Directory**

Each family is provided access to Parent Web, which includes a school directory listing students' and parents' names, addresses, home telephone numbers and email addresses. The school directory should be used to acquaint parents with the names of their child(ren) classmates and parents. These directories should not be used or sold for other purposes.

### **Toys**

Toys are not allowed at school at any time. This includes spinners, cards of any type (trading or other) or jewelry making crafts. Toy-type items are permitted for designated "show and tell" days in PK3, PK4 and Kindergarten.

### **Water Bottles**

Students are not permitted to bring water bottles except for use at lunch and/or after school sports. Lunch/Sports water bottles must remain in student backpack or sports bag until appropriate time. Our filtered water fountains are available for students on a daily basis.

### **Withdrawals**

Parents wishing to withdraw their children from St. Rose of Lima Catholic School are to notify the Principal in writing no later than 10 days prior to their intent on leaving and complete a transfer of records request. All contractual obligations need to be met. The transfer of records will be made available only after all financial obligations have been met and all textbooks and library books have been returned. All Recommendation Forms from the receiving school will be mailed out directly to the school by the registrar.

## LUNCH PROCEDURES

### Lunch

The Simply Fresh Kitchen

We gladly offer a school catering option for students who do not bring a lunch from home through The Simply Fresh Kitchen (SFK). All lunches are ordered and purchased from SFK. Parents may prepay and preorder lunches for the month.

The School does not keep track of lunch purchases or monetary transactions of the catering company.

Foods that are packed for lunches should be in containers that allow students to be self-sufficient. Age levels and capabilities should be considered when sending lunches to school. Students are not permitted to access a microwave.

### Forgotten Lunches

The School will provide a sack lunch for students who have forgotten to bring or order a lunch, with a choice of peanut or peanut free, at a cost of \$3.50.

### Lunch Visitation

Lunch visitation is not permitted, regardless of observance of a student's birthday. Lunch on the Lawn occurs annually and serves as a fundraiser in connection with the Gala. Parents provide a picnic lunch and make a donation to support the fundraising efforts of SRLCS.

## MIDDLE SCHOOL

### Athletic Eligibility

Students receiving **one** grade below a **70** on either a Report Card or a Progress Report will be ineligible/ suspended until the next Report Card or Progress Report. Any student receiving a conduct grade of "N" will be ineligible until the next Report Card or Progress Report. If an athlete is suspended, s/he may **not** attend practice or games. This suspension time is meant to prioritize coursework and improve grades. Attending practice and games does not allow the student appropriate time or focus on coursework.

If a student becomes ineligible, the Athletic Director will notify parents. Suspensions will begin immediately. The Athletic Director and the Principal will have the final word on this issue.

Students must complete one year in Middle School before joining the Cheer Squad.

### Eligibility for the 8<sup>th</sup> Grade Trip

Each year we strive to fundraise for the opportunity for our graduating class to take a trip in the spring. Locations will be determined by School Administration in collaboration with the incoming 8<sup>th</sup> Grade Class. Cost of the trip will be kept as low as possible in order to have 100% participation. Students' files will be reviewed to confirm that they are eligible to travel and represent the school. Funds should not be raised in any child's name. All funds are distributed evenly.

Unpaid school accounts, failing grades in any subject, suspension or disciplinary issues, or poor school attendance prior to the trip are grounds for ineligibility. All student eligibility decisions will be determined by School Administration.

## PARKING

No child is to be left in an unattended car. Children are unsafe left in a parked car that is running. Park your car in designated spaces, not under the carport. When it is raining, you may drive under the patio to pick up or drop off students. Unattended and "running" cars are a serious safety concern.



## **PARTIES**

Classroom parties are allowed only for four (4) occasions during the year. The permissible parties are for Halloween, Christmas, Valentine's Day, and the year-end party. The Principal will announce any other parties in advance. Siblings may not come to parties with parents who are volunteering.

### *Birthday Celebrations*

Individual birthdays may be celebrated on campus simply with a store-bought treat for each class member at lunchtime. These should be left with the Homeroom teacher in the morning. The timing of the school celebration is at the discretion of the Homeroom teacher. Drinks, hats, balloons, favors, etc. should be reserved for home parties.

### *Party Invitations – Private Events*

Party invitations may not be given out at school unless all students in the class or all students of the same gender in the class are included. If that is impossible, then invitations must be mailed or distributed off campus.

## **PETITIONS/POSITION ON ELECTED OFFICIALS**

All petitions and requests (students or parents) are to be pre-approved through the Principal's office before circulation. No petition is permitted to be circulated without prior approval. Doing so may result in withdrawal.

St. Rose of Lima, as a non-profit organization, cannot expressly endorse or condemn any elected official, or party nominee. As such, any signing of election petitions, or any other campaign related activities, cannot take place on campus at any time.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent-Teacher Organization of St. Rose of Lima Catholic School was created as a joint effort between parents and staff to give our students the best physical, mental, social and spiritual education possible. All the families of the school are members, and we encourage others to join. This includes parishioners, alumni, and grandparents. The Pastor, the Principal and all faculty are automatically members. The PTO does not control policies of the school or direct the administrative activities or financial accounts. This organization provides educational and fundraising events for the benefit of the school and helps the Pastor and Principal in coordinating school events and projects. Meetings will be held on a regular basis. Parent volunteers are necessary for the success of our programs.

## **SCHOOL ADVISORY COMMITTEE (SAC)**

The purpose of a St. Rose School Advisory Committee is to assist the Pastor and the Principal as leaders in identifying and articulating the educational needs and aspirations of the Christian community. These goals become the basis for program objectives, policies and action plans for the total formal education program of the parish at large. The St. Rose School Financial Advisory Committee serves to assist the Pastor and the Principal with financial policy.

All final decisions are made by the Pastor and the Principal. Parents are encouraged to participate in the annual discernment process to be part of the SAC.

## **REGISTRATION & ADMISSIONS**

### **Admissions**

St. Rose of Lima Catholic School is an equal opportunity, fully accredited school offering education to grades Pre - Kindergarten through Eighth Grade. St. Rose of Lima Catholic School admits all students to the rights, privileges, programs, and activities made available to the student body. We do not discriminate on the basis of race, color, age, or national origin in the administration of our admission, loan, scholarship, or any of our other programs. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston.

The following guidelines are used in student admissions:

- Priority will be given to presently enrolled students receiving an invitation to re-register as a result of meeting the behavioral and academic standards of St. Rose of Lima Catholic School. Parents and guardians must also conform their conduct to reasonable standards of cooperation and support consistent with the school's mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.
- Among the factors considered in the admission of new students are siblings in the school, employees' children, currently enrolled Early Childhood Center (ECC) students, Parishioners, members of a Catholic parish, children of alumni, and academic and behavioral qualifications. Parents/guardians will be asked to sign a Request for Release of Transcript, which will be forwarded to the student's former school; records will be sent to St. Rose of Lima Catholic School. A transcript will include current report card, achievement test results and health records. New students may be tested/screened before being accepted.
- All required forms must be returned and fees paid during the registration period *before placement is assured*.
- If the school cannot meet the needs of the student, or the parent(s) have not acted on the school's recommendation regarding diagnostic evaluation, the Principal has the right to request withdrawal of the student (if currently enrolled) or refuse admittance for the coming year.
- The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest.
- The following age guidelines are required for Pre-Kindergarten through First Grade:
  - PK3/ PK4: Students must be 3 or 4 years old on or before September 1.
  - Kindergarten: Students must be 5 years old on or before September 1.
  - First Grade: Students must be 6 years old on or before September 1.

The school reserves the right to place the student in the grade or class group which it feels will be the most beneficial to the student and the school.

- All students are admitted on a probationary basis.
- All students must be responsible for their own toilet needs.
- Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

#### **Legal Surname Used for Official Admission Records**

A student must be identified by the student's legal surname, as it appears on the student's birth certificate or other document suitable as proof of the student's identity, or in a court order changing the student's name (Education Code 25.0021). Parents may issue a special request for the child to be called by a nickname or be "known" as another surname. However, our responsibility is to teach the child his/her legal surname and given birth name.

#### **Legal Sex Identification for Official Admission Records**

A student must be identified in school by the student's legal sex, as it appears on the student's birth certificate. ("Sex" means the biological condition of being male or female as based upon physical differences at birth.)

## REQUESTS FOR TEACHER ASSESSMENTS/REFERRALS

Parents sometimes request that teachers complete outside referral instruments for personnel in the medical or educational assessment fields. The staff will complete these instruments in a timely manner; however, parents should note that the completed documents must be sent directly to the medical or educational consultant. Staff are not permitted to return the completed documents directly to the parent/guardian.

## SAFETY

Safety concerns and needs have been addressed in various sections of this handbook. Our primary responsibility, beyond spiritual and academic needs, is to maintain the safety and security of both our students and the staff. Should you see or hear anything which concerns you about the safety of our St. Rose of Lima community, please report it immediately to the school office, the Principal, and/or the appropriate authorities if it is an emergency situation. Reminder, do not spread false information.

In the event of an imminent threat to our students' safety, you will receive an alert/text/email as soon as we can provide you with necessary information about the event. We request that all parents and students follow all safety warnings from our staff to keep everyone free from harm. Staff have access to the campus *Crisis Management Plan* for information and directions regarding possible crises or critical incidents.

Students and staff frequently practice drills for fire, weather safety, and intruders on campus, lockdowns, etc. to keep us prepared for emergencies. The camera system on campus also provides us with needed safety information.

## SCHOOL INFORMATION

### Asbestos Notification

In accordance with AHERA:

St. Rose of Lima, along with other schools in the Archdiocese of Galveston-Houston, has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days written notice) at the Parish Office during business hours, 8:00 AM - 4:00 PM, Monday through Friday. Under this management plan, the following activities have been accomplished:

- The establishment of an operations and maintenance plan, the training of custodial and maintenance personnel, for asbestos containing materials.

If you have any further questions, please contact:

St. Rose of Lima Catholic School	Office of Risk Management – Archdiocese of Galveston-Houston
3600 Brinkman	1700 San Jacinto
Houston, Texas 77018	Houston, Texas 77002
713-691-0104	713-659-5461

### Accreditation

St. Rose of Lima Catholic School is accredited through the Texas Catholic Conference of Bishops Education Department (TCCBED). **St. Rose of Lima Catholic School was last accredited occurred in May of 2017.**

### Communication – Teacher/Parent

Teacher – Parent Communication items will be sent home with graded work in your child's Thursday folder (Elementary Students). It is the responsibility of the student to bring these items home and give them to you. Our newsletter (Cardinal's Corner) is emailed weekly on Thursdays and can also be found on our webpage and official social media. Additionally, teachers will communicate with you through the Renweb Family Portal, where you can view their classroom updates and your child's grades.

**Emergency School Closing / Drills**

St. Rose Administration will notify families of decisions regarding school closings through text message and email. Notifications will also be posted on our website. State Law requires that fire drills be held monthly. Additional drills for sheltering in place and inclement weather are run during school hours as deemed necessary by the Administration.

**Morning Assembly**

Morning Assembly is a foundation of our community at SRLCS. It begins at 7:45 AM each school day in the West Hall. PK3 and PK4 will attend Morning Assembly on special occasions. Parents are invited to attend on Fridays and for Pep Rallies. Zoom Meeting ID: 880 2124 3752 Passcode: 551260

**Renee Blaize Citizenship Award**

The Renee Blaize Citizenship Award is awarded during Catholic Schools week to a student from grades Kinder – 8th that exemplifies kindness, empathy, and empowers others. This award honors an inspirational woman that encompassed everything it meant to be a good citizen in her community: she was kind, empathetic, and empowered others by her courage.

**Science Fair**

Participation in the annual Science Fair is mandatory for all 3<sup>rd</sup> – 8<sup>th</sup> grade students. Teachers grade the process and product of the experiments, and we host both an Elementary and Middle School Science Fair each year. Winners move on to represent the school in the Archdiocesan Science Fair. Fair dates are determined by the Archdiocese and will be communicated as quickly as possible through your child's science teacher. All lower grades will do a class project in which the scientific process is taught.

**Spelling Bee**

All 3<sup>rd</sup> – 5<sup>th</sup> graders will compete in the Elementary Spelling Bee, and 6<sup>th</sup> – 8<sup>th</sup> grade students will compete in the Middle School Spelling Bee. The winners for both Bees will advance to compete within the Archdiocese.

**Student Insurance**

Student accident insurance is available through the Archdiocese upon enrollment.

**Student Records**

Student records are kept in the School Office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested and confirmed.

**Student Release to an Impaired Parent/Guardian**

No child will be released to a parent, guardian or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called. If we are unable to contact any caregiver for your child, Children's Protective Services of Harris County or the Houston Police Department may be notified.

**Use of Campus and Facilities**

All additional use of campus or facilities must be approved by the Principal in advance of use for any meeting or club activities.

## SERVICE HOURS/WORKS OF MERCY

Students and families earn service hours by donating the gift of time and stewardship according to the Works of Mercy identified by Catholic doctrine.

### *Corporal Works of Mercy (of the body):*

- Give drink to the thirsty
- Feed the hungry
- Shelter the homeless
- Clothe the naked
- Visit the sick
- Visit the imprisoned
- Bury the dead

### *Spiritual Works of Mercy (of the spirit):*

- Instruct the ignorant
- Counsel the doubtful
- Admonish the sinner
- Forgive offenses
- Comfort the afflicted
- Bear wrongs patiently
- Pray for the living and the dead

## SEXUALITY

### Sexuality

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church (CCC). The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops. Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his/her sexual identity.” (CCC)

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student, his/her parents, the principal, and the pastor.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith regarding sexuality, then he/she will be counseled by the school and pastor. **If the matter involving the parents/student(s) is not resolved to the satisfaction of the school and pastor, seeking to uphold Catholic principles, then the parent will be asked to withdraw the child(ren) from the school and they must agree to do so immediately. If they fail to do so, the child(ren) will be dismissed immediately from the school.**

## SPECIAL NEEDS

### Special Needs

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic School Office is aware it is unrealistic to serve all categories of special need students. However, St. Rose of Lima Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

### Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. (For St. Rose, this is Houston ISD) This “Child Find” process must be conducted in consultation with private school representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The *Rehabilitation Act of 1973, Section 504* educational section (called Section 504), provides that no otherwise qualified individual with a disability shall, solely by the reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Rose and other Catholic Schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

### **Records for Special Needs Learners**

All psychological and education evaluations/reports regarding special needs of students are forwarded to St. Rose of Lima Catholic School, upon request. These records are kept in a secure file and are accessible to only the Principal, the Assistant Principal, and any other appropriate staff member working with the student. Parents may view their child's record at any time.

### **Criteria for Acceptance of Students with Special Needs**

In making determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following: student's demonstrated ability to meet grade level requirements, record of student's ability to follow school rules and regulations, and student's ability to meet the physical requirements of attendance.

### **St. Rose's Services for Special Needs Learners**

*New Students* – When the School Office is notified that an incoming student may have special learning needs, the Principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified, the Principal will determine if reasonable modifications can be made to the educational program which will accommodate the student's needs. If the determination is positive, the school will make a *Catholic Accommodation Plan*.

*Currently Enrolled Students* – If a student is identified by the teacher or parent as having difficulty with school tasks, academics, behaviors, and/ or emotions he or she will discuss concerns with the parent and principal. The principal appoints an educational team to review the child's classroom observations and academic progress to determine if additional interventions are required or a psychological/ diagnostic evaluation referral is recommended. The team may include the principal, classroom teacher, designated intervention specialist and any other school personnel that work with the student.

If a psychological/ diagnostic evaluation is recommended, then the principal and educational team will provide parents with referral information to the local school district and/ or private agency. Documentation for all referrals must be kept in the student's file.

The principal and the educational team will be responsible for gathering the following data and documentation:

- the student's current educational status including attendance records, grades, assessment data, and classroom observations,
- previous educational interventions and strategies provided for the student and results,
- documentation of recent vision and hearing screening,
- updated general health history inventory, and
- such other relevant information provided by the parents or teachers.

After all evaluations are completed by the local school district and/ or private agency parents will be expected to disclose any pertinent information that may assist the Catholic School in determining the appropriate educational program for the child.

Principals and other appropriate school personnel will review the evaluation and determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

### **Student Success Expectations for Special Needs Learners**

All available school resources should be utilized to promote success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources that would be of specific educational value in programming adequately for their child. If it is determined that the school's resources cannot meet the needs of the student, or if parent/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the Principal may request withdrawal of the student or deny admission for the following year.

### **Accommodations for Special Needs Learners**

The purpose of an accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodations are changes that enable a student to fully access the subject matter. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods and/ or a student's response to instruction. When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work.

As a result of a psychological/ diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a current, thorough psychological/ diagnostic evaluation from the local school district and/ or a private agency may be eligible for an accommodated educational program. A current evaluation is defined as one completed within the last three years.

However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually. The school will contact parents to schedule annual Catholic Accommodation Plan meetings.

The Catholic Schools Office reserves the right to access any student file as appropriate. Accommodations for a student may be noted on the progress report and report card but not on the permanent school record.

### **Modifications**

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content, and performance criteria. Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with exceptional learning needs, when possible. However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to

accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modifications to a student's educational program are documented on the report card, progress report, and the cumulative permanent school record. Any modifications made to a student's educational program must be requested from the Catholic Schools Office via special request.

### **Modified Grading**

When the curriculum expectations are modified and a Catholic School Accommodation Plan specifies modifications, then the student's progress is transitioned to an individualized standard-based report. Through the standard-based reporting, there are three (3) progress levels recorded using a letter indicator system (E, IP, and M).

A descriptor for each progress level indicator is provided below:

Letter Indicator	Description
E – Emergent	"E" indicates the student is developing an understanding of the grade level learning standard. The student's current level of performance is requiring teacher support to make progress.
IP – In Progress	"IP" indicates the student comprehends and implements the learning standard and requires intermittent support and assistance to meet the specified grade level learning standard.
M - Mastered	"M" indicates the student has demonstrated an independent and secure understanding of the standard. This student requires little if any additional support or assistance in successfully demonstrating concepts learned and has met the specified grade level learning standard .

### **Re-evaluation of Students with Accommodations**

It is required that psychological/ diagnostic evaluations be updated at least every three years by the local school district and/ or private agency. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. The three-year period is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs. If the child is not meeting the academic objectives and/ or exhibiting new challenging behaviors in their educational setting, then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student. In order to have formal accommodations continue, a current evaluation is required. A current evaluation is defined as one completed within the last three years. A re-evaluation may be in areas of demonstrated need or concern. Re-evaluations are also required to be up to date if a student is scheduled to take College Board exams (SAT, SAT subject tests, PSAT/NMSQT, PSAT 10, or AP Exams) and requesting accommodations.

### **Waiver of Accommodations**

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are no longer necessary this must be documented on a Waiver of Accommodations form.

After the waiver is signed, the student will then continue his/her educational program without any accommodations. Documentation of the release must be on file at the school and parents, principals, and educational team will meet after each grading period to determine the student's academic, behavioral, emotional, and social progress without accommodations.

If the student is successful without accommodations after two full school years, then no further waiver reviews are required. If the student is not successful without accommodations, then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

### **Standardized Assessment for Students with Special Needs**

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized program. Students with documented disabilities may require assessment



accommodation. These accommodations must be planned for in advance using recent documentation. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office by Administration via special request on the appropriate form.

## **VISITORS**

### **General Visitor and Volunteer Campus Guidelines**

- All visitors to our campus must sign-in at the School Office.
- Visitors must complete a health screening and Raptor background check before coming onto campus.
- Parents are encouraged to pay tuition online to reduce trips to the office.
- To pick up your student(s) for scheduled appointments, you must enter through the School Office/Parish Office Gate.



**Technology Acceptable Use Policy For Students, Parents, and Volunteers  
2023-2024**

St. Rose of Lima Catholic School is pleased to offer students access to technology resources for educational purposes, which includes access to the internet, computer hardware and software licensed to the school. The use of the internet is a vital part of learning and teaching. It is important that students know where and how to find information relative to their needs and gain skills for working collaboratively to build knowledge.

**What is expected?**

Parents and volunteers are expected to follow the same acceptable use guidelines as students or may be asked to withdraw from St. Rose of Lima Catholic School. Parents may not post photos of other students on social media from school events.

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. Under no circumstances are students to access any sites that are sexual in nature or contrary to Gospel values.

**Internet**

Access to Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. St. Rose of Lima Catholic School filters and monitors Internet use in compliance with the Children's Internet Protection Act. These tools do not guarantee that all inappropriate content will be blocked. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe the benefits to students from access to the Internet outweigh the disadvantages.

**THE RULES OF APPROPRIATE USE:**

**Electronic Communication:** Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

**Personal Safety and Personal Privacy:** Students will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and/or parent permission form. Personal contact information includes their addresses, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

**Social Networking:** Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited. Students who maintain and use a website, blog, or other social networking site must realize that even if they consider their particular site to be a personal one, they are in effect representing the school. Consequently, the way in which students portray themselves in words or images, or the values they express must not contradict the values of the school as expressed in such documents as the Parent-Student Handbook. If they do contradict the values of St. Rose of Lima Catholic School, disciplinary action will be taken.

**Illegal copying:** Students should never download or install any commercial software, shareware, or freeware onto the network drives, external devices, or cloud-based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of the U.S., State Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

**Inappropriate materials or language:** No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. A good rule to follow is: never view, send, distribute, or access materials or images, which you would not want your teachers and parents to see. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language, images, and/or photos that are harmful to self or others is prohibited.

**Care of the device:** Proper care of all devices is paramount. Students will maintain proper storage, transportation, and take care to avoid device breakage. *Regardless of the cause*, breakages of a student's device that require repair will be charged to student: \$50 for the first instance, \$100 for the second instance, and \$150 for the third instance. For negligent or total loss, the replacement cost is \$400. These fees will be assessed through FACTS, as needed.

**Guidelines:**

1. Do not use technology to harm self, other people, or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate the copyright laws.
5. Do not view, send, distribute, or display offensive or bullying messages or images.
6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, files, or work.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. DO NOT play games on electronic devices without permission from your teacher.
12. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**Students and Parents must read, agree to, and sign the Technology Acceptable Use Policy Agreement (TAUP) before any use of computers is allowed.**