

PLEASE READ THIS HANDBOOK UPDATE
CAREFULLY AND KEEP FOR REFERENCE
THROUGHOUT THE SCHOOL YEAR.

PLEASE COMPLETE THIS FORM, DETACH, AND
RETURN TO THE SCHOOL BY SEPTEMBER 6, 2011

We have read and agree to be governed by the Saint Rose
of Lima School Parent/Student Handbook for this 2011-2012
school year.

Parent's Signature

Date

Print Name

ST. ROSE OF LIMA SCHOOL

PRINCIPAL: Miss Patricia Ronan
SCHOOL BUSINESS ADMINISTRATOR: Mrs. Sandra Wesley
SCHOOL SECRETARY: Mrs. Suzi Glass

TEACHERS:

Pre-Kindergarten.....	Mrs. Gina Meintel
Kindergarten.....	Mrs. Pamela McConnell
Level One.....	Mrs. Katrina Beckel
Level Two.....	Mrs. Corey Crow
Level Three.....	Mrs. Christine Kepner
Level Four.....	Mrs. Jennifer Bagley
Level Five.....	Mrs. Melanie Helsel
Level Six.....	Miss Kristen Gormley
Level Seven.....	Mr. Joseph Maschue
Level Eight.....	Mrs. Deborah Fisher
Computer Science/Math.....	Mrs. Martha Dombrowski
Music.....	Mrs. Christina Black
Art./Phys. Ed/Primary Reading.....	Miss Cathy Damiano
Primary Reading/Math	Mrs. Alberta Maschue

SPECIAL SERVICES

Guidance Counselor.....	Mrs. Julie Rishel
IUO8 Reading Specialist.....	Ms. Kate Statler
Nurse.....	Mrs. Linda Allender
Speech Therapist.....	Mrs. Lori Carrier
Title I Technology Aide	Mrs. Deborah Dillon

SUPPORT STAFF:

Classroom Aides.....	Mrs. Mariann Eberhart, Mrs. Jan Maier, Mrs. Donna Adams
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MAINTENANCE STAFF:	Mr. Jeff Behe Mrs. Cindy Mattern
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CAFETERIA STAFF:.....	Mrs. Christine Watt, Manager
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IMPORTANT PHONE NUMBERS:

SCHOOL	942-7835
SOCIAL HALL	942-1323
RECTORY	944-8509
AASD TRANSPORTATION ...	946-8221
HASD TRANSPORTATION ...	695-5585
FAX	942-1095
SCHOOL WEBSITE	www.stroselima.com

PHILOSOPHY

The goal of St. Rose of Lima School is to provide an atmosphere of growth where students can develop spiritually, academically, emotionally, socially and physically.

- Spiritually** - to integrate Catholic values and the Catholic faith into our daily lives.
- Academically** – to endeavor to provide a strong foundation of academic and Spiritual disciplines through a variety of teaching and learning methods that strive to meet the individual needs of the children under our guidance.
- Emotionally** - to accept ourselves and others as gifts from God, to provide guidance for the child through the stages of individual development, and to provide assistance to any child that may be encountering difficulties in his or her life.
- Socially** - to guide each child to respect the needs and differences of every person, and to foster an awareness of individual responsibility to self, the community, the nation, and to the world.
- Physically** - to emphasize the importance of keeping the body healthy and to learn to love and respect the body as a Temple of the Holy Spirit

Thus the school strives to educate the whole child in a Catholic setting following the prescribed curriculum of the Diocese of Altoona-Johnstown.

We create a family spirit which is characterized by an atmosphere of love, respect, affirmation, forgiveness, and celebration. Because the school and the church share with families the responsibility for guiding the child's development, close communication among teachers, students, and families is strongly encouraged. Therefore the individual characteristics and abilities of each student are the object of every teacher's attention and concern. Consequently, Faith, community and service are the basis of all expectations and evaluation.

Because the School and Church share with the Parents the responsibility for guiding the child's development, close communication between the home and school is strongly encouraged.

We create a family spirit with is characterized by an atmosphere of love, respect, affirmation, forgiveness and celebration.

EDUCATION OBJECTIVES

The educational objectives of St. Rose of Lima School flow from the belief that the child, within the context of the family, is the focal point of all of our efforts.

We, as a staff, strive:

1. To assist the child in acquiring those values necessary for Christian living.
2. To provide the child with opportunities that will help him/her meet the challenge of Christian living.
3. To develop a sense of responsibility in each child.
4. To help the child achieve success as well as excellence in learning.
5. To adapt lessons to the individual needs of each child.
6. To give the child a feeling of “at-homeness” within the context of academic discipline.
7. To have each child experience self-worth as a member of God’s Family.

PROCEDURAL ITEMS

ABSENTEEISM / TARDINESS

Parents must call the school office between 8:00 and 9:00 a.m. to report the absence of their child. When the child returns to school, a note explaining the absence signed by the parent is required. These notes are kept on file in the school office. Calls will be made to the home or place of employment if a parent fails to report an absence.

We encourage dentist, orthodontist and doctor appointments be made for after school hours. Children leaving the classroom not only interrupt their own educational process but cause a disturbance to an entire class. If this is not possible, parents must notify the school ahead of time in writing that their child will be leaving school. **The adult who is picking up a child must report to the OFFICE to sign out the student. When the child returns to school, an adult again must report to the OFFICE to sign the student back into school.** Children who miss classes for appointments are required to make up all assignments from the missed class.

Students must report to their homeroom by 8:15 a.m.; otherwise, they will be marked as tardy. Any student who does not report to their homeroom until after 10:00 a.m. will be marked as absent for 1/2 day.

ADMISSION POLICY

Members of St. Rose of Lima Parish may enroll their children in this school. Non-parishioners and non-Catholics are also welcome to enroll their children, but their tuition rate is assessed differently than the rate assessed to St. Rose of Lima parishioners.

Kindergarten students enrolling must be 5 years of age on or before September 30. First grade students must be 6 years of age on or before September 30.

When registering for school, birth certificate, baptismal certificate, social security number, immunization records must be presented. All kindergarten students will be tested before entrance to school.

Since we view our pre-school as a feeder to our school, please note that students who are already in our Pre K 4 program will be given a spot in our kindergarten class automatically. Also, Pre K 3 students will be given places in our Pre K 4 program.

Admission of a student to any class is dependent on whether there is space available.

If there is an opening in a class, new students applying for admission will be registered with priority being given to students as follows:

1. Parents with children attending St. Rose School will have first option to register new students.
2. St. Rose of Lima parishioners who wish to enroll their first or only school age child.
3. Approved Sacred Heart ,Our Lady of Lourdes and Holy Rosary parishioners who wish to enroll their first or only school age child.
4. St. Rose of Lima parishioners who have children in other schools (except high schools) but wish to send a child/children to St. Rose School.
5. Approved Sacred Heart ,Our Lady of Lourdes and Holy Rosary parishioners who have children in other schools (except high schools) but wish to send a child/children to St. Rose School.
6. Catholic parishioners other than from St. Rose, Sacred Heart, Our Lady of Lourdes and Holy Rosary
7. Non-Catholics.

Classrooms are limited to 30 students.

ATHLETICS:

St. Rose of Lima School operates a variety of athletic teams which are funded by the Athletic Association through fundraisers. All athletic activities are governed by the St. Rose of Lima Athletic Association and the Diocesan Athletic Guidelines. Copies of these Guidelines are available in the School Office.

All student/athletes must maintain an average of 70% or higher in all major subjects to participate in the St. Rose of Lima athletic programs. All practices and games are automatically cancelled if school is cancelled due to inclement weather. Students who are absent from school may not participate in practice or game on the day of the school absence without the specific permission of the principal.

AUXILIARY SERVICES

The following personnel are provided to our school through state/federal programs:

1. Intermediate Unit 08 Reading Specialist is available to the school. She works with any student not reading at the expected grade level.
2. Guidance Counselor provided by the Intermediate Unit 08 is at the school each week. She provides group guidance as well as works with individual students referred by the teacher. Parents and students can also request her services.
3. Speech Therapist works with students who have speech problems or incorrect language patterns.
4. Technology Aide works with students in Title I Reading Program.

CASH/CHECKS POLICY

We will only accept checks for payments over \$20.00 for any school related transactions. Cash is accepted for payments of \$20.00 or less. If this policy is a hardship for you, please call the school office (942-7835).

CELL PHONES

Cell phones are permitted in the school building for **emergency purposes** only. Any child using his/her phone without teacher permission will automatically lose the privilege of having a phone. The phone will be confiscated and returned to the parents.

CURRICULUM:

St. Rose of Lima School follows the recommended curriculum of the Altoona-Johnstown Diocese and Pennsylvania state standards. The concepts, skills, and /or topics of each subject are taught in sequence.

Textbooks are selected by the administration and faculty to address the particular needs of the students. Students must pay a replacement fee for damaged or lost textbooks.

The religion curriculum is of primary importance and permeates the day. It is not only a subject taught but also a way to live. Children participate in liturgies, para-liturgies, service and living in a caring Christian community. All children are expected to participate in all aspects of the religion program.

Special topics of social concern, e.g. substance abuse, sex education, and bullying are integrated into the curriculum throughout the grade levels. Other extended curriculum opportunities are offered through special programs, guest speakers, projects, and contests during the school year.

DAILY SCHEDULE

The school doors open at 8:00 a.m. (**ANY STUDENTS REPORTING TO SCHOOL BEFORE 8:00 MUST REPORT DIRECTLY TO BEFORE SCHOOL CARE**).

This is for the safety of your child. We do not monitor children in the foyer or other parts of the building or outside. **If St. Rose is on a 2 hour delay, Before Care will begin at 9:30.**

The tardy bell rings at 8:15 a.m. All students are to be in their classrooms by 8:15 a.m.

The morning session of Pre - school is from 8:30 a.m. to 11:00 a.m. The afternoon session is from 12 Noon to 2:30 p.m. Pre-school students should not arrive earlier than 15 minutes before class time.

The lunch periods vary.

Dismissal bell rings at 2:45. At dismissal, buses and vans pick up students in our back parking lot; therefore, parents who are picking up their own children are asked to wait for them in the lot on the Sixth Avenue side of the building.

If for any reason your child's routine of transportation is changed, you must notify the school in writing in advance, or call the school office by 1 p.m. that afternoon. **When parents call after 1 p.m., we cannot guarantee that the message will get to the student in time.**

Students must go directly home at dismissal unless they are staying for a school sponsored activity immediately after dismissal or are in After School Care. Students may not leave and come back to After Care. This includes leaving for sports, practices, etc.

If your child's ride is not here at dismissal, your child must report to AFTER CARE immediately. He/She will not be permitted to wait in the foyer or outside.

DISCIPLINARY PROCEDURES

Discipline is an important part of the learning process here at St. Rose. The students have the responsibility to know and follow school regulations. It is not enough that the children merely conform externally to the rules. We expect them to become "self-disciplined" students. Therefore, we maintain that the child is responsible for his or her actions. Using the excuse that others were doing it, or that someone else told them to do something against the rules is unacceptable. For those individuals who are unable to follow school and classroom rules, the following procedures can be used:

PARENTAL CONTACT

The Teacher and /or Principal will request a meeting with the parents whenever there is need for joint effort on a school problem.

Parents will be informed, as necessary ,of situations that have happened in school. Obscene language or written material will always be brought to the immediate attention of the parents.

DISCIPLINARY MEASURES

If a student is an offender of any of the rules of good conduct or if a serious offense is committed, the Teacher and /or Principal may:

1. Discuss the matter with the student and permit another chance.
2. Impose a written punishment or assign a service to be completed.
3. Issue a Student Discipline Form as a formal warning for inappropriate behavior.

4. Take away specific privileges.
5. Issue an after school detention.
6. Impose an in- school or out -of- school suspension.
7. Expel a student.

These measures will be effective in correcting discipline problems only with parental support and cooperation.

Detentions will be issued for (but not limited to) the following:

1. Showing disrespect for teachers or other adults by word or by action.
2. Showing disrespect for the rights of other students or for their property
3. Showing a lack of respect for School or Church property
4. Leaving the school premises without written permission of parents.
5. Receiving three (3) discipline forms from teachers in one week.

A student who has seriously injured another person, committed a serious act of vandalism or who deliberately and consistently hinders the teaching/learning process may be suspended or expelled from school after the principal has had a conference with the child's teacher, parent, and school pastor,

CONDUCT ON BUSES

Safety and proper social attitude in bus transportation is a prime concern. Students need to familiarize themselves with the obligation and courtesies of school bus transportation.

A pupil who cannot maintain self-discipline while utilizing transportation facilities forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus, and in accordance with the Pennsylvania School Code, he/she has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

NO BULLYING

St. Rose School has a strict "no bullying" policy with specific measures to deal with bullying incidents.

DRESS CODE

The dress code will be strictly enforced. Please carefully read the code and be sure that your children are dressed according to the guidelines.

1. GIRLS (Kindergarten - Grade 4) Wear plaid jumper, a plain white or powder blue blouse with no lace or frills, solid white or navy blue socks, knee socks, leotards, no ultra- socks. School shoes must be solid brown or black without any other color or markings. Shoelaces must be the color of the shoe. Sandals, sneakers, high heel shoes, etc. are not considered acceptable for school. The hem length for jumpers may not be more than 2 inches above the knee. – No piercings other than ears. No bracelets or necklaces are to be worn. Watches are permissible. Only navy or white hair ribbons, scrunchies, etc. are permitted.

2. GIRLS (Grade 5-8) wear the plaid skirt with a navy blue vest or navy cardigan or pullover sweater and a plain white or powder blue blouse with no lace or frills, solid white or navy blue socks, knee socks, leotards, no ultra-low cut socks. School shoes must be solid brown or black without any other color or markings. Shoelaces must be the color of the shoe. Sandals, sneakers, high heel shoes, etc. are not considered acceptable for school. The hem length for skirts may not be more than 2 inches above the knee. No piercing other than ears. No bracelets or necklaces are to be worn. Watches are permissible. Only navy or white hair ribbons, scrunchies, etc. are permitted. Shirts/blouses must be completely tucked in at all times

3. ALL GIRLS:

Makeup of any kind and fingernail polish are not permitted. Large or dangling earrings are not acceptable. Earrings may be no larger than dime size. A navy blue cardigan or pullover sweater or approved St. Rose sweatshirt may be worn during cold weather. Navy blue dress slacks may be worn from Nov. 1st until March 31st. Navy blue walking shorts may be worn from the first day of school until October 1st and from May 1st through the end of the school year. The length of the walking shorts may not be more than 2 inches above the knee. T-shirts worn under blouses must be white or power blue without any markings.

4. BOYS (Kindergarten-Grade 8) Wear navy blue dress trousers, plain white or powder blue shorts or long sleeve shirts. T-shirts worn under shirts must be white or power blue without any markings. Trousers must be without top stitching or any other decorations. If slacks have belt loops, a black, brown, or navy belt must be worn. Shoes must be solid brown or black dress shoes without any other color or markings. Shoelaces must be the color of the shoe. No sneakers, hiking boots, etc. Over boots must be removed in school. Socks must be white or dark blue, no ultra-low cut socks. A plain navy blue pullover or cardigan sweater or approved St. Rose sweatshirt maybe worn during the cold months. Navy blue walking shorts may be worn from the first day of school until October 1st and from May 1st through the end of the school year. The length of the walking shorts may not be more than 2 inches above the knee. Shirts must be completely tucked in at all times. No earrings, or other piercings are permitted. Hair should be short and neatly trimmed. No initials, symbols, etc. are to be shaved in hair. **A boy's hair length must not exceed the neck line or touch the shirt collar. Hair must be above the eyebrows and the ears.**

5. HAIR COLOR: Neither boys' nor girls' hair may be dyed unusual colors.

6. TATTOOS : Visible tattoos, either permanent or temporary, are forbidden. Students are not permitted to write on themselves.

7. GYM UNIFORMS: On regularly scheduled gym days, students may wear their official St. Rose Gym Uniform to school. Sneakers may be worn to school on these days. Gym Uniforms may be purchased at The Locker Room located at 313 Allegheny St., Hollidaysburg.

8. UNIFORM AVAILABILITY: We have available at the school office some uniforms and blouses and boys shirts and slacks. If you need a uniform or have one to donate, please contact the school office. School uniforms, blouses, etc. can be purchased at the SCHOOLBELLES located at 400 W Lakeside Ave., Cleveland, OH. 44113 800-548-3883, or by going on line at Schoolbelles.com. SCHOOL CODE S1347

DRUGS AND ALCOHOL:

St. Rose of Lima School takes the position that the use and abuse of alcohol, drugs, anabolic steroids, and mood altering substances interferes with the spiritual, educational, emotional, and social well-being of the individual student.

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort and rehabilitative and disciplinary procedures, we will work to educate, prevent and intervene in the use and abuse of all drug, steroid, alcohol, and mood altering substances by the entire student population.

Any student who attempts to distribute illegal drugs or alcohol in any way to other students will be subject to expulsion. Any student who is found to be taking illegal drugs will be required to enter a rehabilitative program in order to remain a member of this school community.

EMERGENCY CLOSING/DELAYS/EARLY DISMISSALS

When it is necessary to close school, the announcement will be made by phone (School Reach). It is our policy to close school whenever the Altoona Area Schools are closed due to severe weather conditions. This procedure is also followed in case of delayed school opening or early dismissals due to road conditions.

In the event of a two hour delay, Kindergarten students, regardless of half or full day status, will be in session from 10:20 a.m. until 2:40 p.m. **All** Kindergarten students will stay for lunch on these days. Also, Preschool morning classes should report from 10:00 a.m. until 12:00 noon and afternoon classes will be held from 12:30 until 2:30 p.m. Before Care will begin at 9:30 in the event of a two hour delay.

FAMILY ENVELOPE

An envelope containing Parent Newsletters, etc. will be sent home each Friday. Please read everything in this envelope carefully, sign and date the envelope and return it to school the following Monday. Even if there is nothing to be sent home from the school in a particular week, we will still send the envelope home each Friday. **Each Monday**, please use the envelope to return to school forms for the School Office, etc.

FUNDRAISING

PLEASE SEE THE HOME AND SCHOOL ASSOCIATION FUNDRAISING HANDBOOK.

HEALTH

A. ILLNESS AND INJURY - When a student becomes ill or needs attention he/she should report to the teacher. If it is necessary to go home, the school office is notified and will call the parents to inform them. A parent or someone designated by the parent must accompany the student home. The school nurse will be called for emergencies that the school is not equipped to handle. Parents, please do not send your child to school if he/she feels ill.

A. SCHOOL NURSE The school nurse takes all heights and weights and does a preliminary sight and hearing exam. Parents are notified if a more thorough exam is necessary. The school nurse is employed by the Altoona Area School District and is not on the premises on a daily basis.

C. PHYSICAL EXAMS Students entering Kindergarten and 6th Grade must have a physical examination. Students entering from out of state must also have a physical examination. If this is not done by the family doctor, the school physician will do the exam.

D. IMMUNIZATIONS Parents must provide the school nurse with records of the following immunizations: diphtheria, tetanus, types 1, 2, and 3 polio myelitis, hepatitis B, measles, mumps, rubella, and tuberculosis (tine) test.

HOMEWORK

All grades have assigned homework. The length of time spent on homework depends on grade level and the ability of the student. Please contact the teacher if your child consistently has no home assignments or experiences undue difficulty in completing assignments.

At times homework consists of studying with no written work required. Parents should realize that home assignments need not always be written. An experiment or observation carried out at home, extended reading, research or memorization are examples of homework which do not require writing.

Parents can help with homework by:

1. Arranging a regular time to study and a place with no interruptions.
2. Checking to see that all work is completed and that all books and materials are brought to school each day.
3. If a child is absent and someone will be picking up the homework, parents are to inform the teacher or the office in the morning that they will be back at the end of the day for homework assignments.

While the length of time spent completing homework assignments may vary from day to day and from student to student, on the average, homework time spent on homework should be:

Kindergarten - Grade 2	20 Minutes
Grades 3 and 4	40 Minutes
Grades 5 and 6	60 Minutes
Grades 7 and 8	80 Minutes

Students who repeatedly do not complete homework assignments will be required to make up incomplete assignments during Work/Study. Work/Study is held Wednesday afternoons until 3:30p.m.

HONOR ROLL

A list of Honor Roll students for students in grades 5,6,7 & 8 will be posted at the end of each quarter of the school year. Students, who receive A's in all subjects, will be listed on the High Honor Roll. Students, who maintain A's and B's in all subjects, will be listed on the Honor Roll.

At the end of the second, third and fourth quarters, we will list Achievement Honor Roll students. These are students who have improved in at least two subjects, and have not regressed in any others.

LEAVING SCHOOL GROUNDS

Students **MAY NOT LEAVE** the school grounds without the principal's permission and only if a note from the parents has been received.

LIBRARY

The library is available to all students to check out books and to do research. All grades have a weekly library period. Students are responsible for the books they borrow. Late returns are subject to a 5 cent per day fine. Library Volunteers are needed for checking books in and out, helping students find books on shelves and card catalog, and keep overall order on shelves and in the library proper. Students will be assessed a replacement fee for damaged or lost books.

LUNCH PROGRAM

St. Rose of Lima Catholic School participates in a federally funded lunch program. In the operation of the lunch program, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, D.C. 20250

Students who are going home for lunch must provide the School Office with a written note from their parent or guardian.

Menus are sent home each month in the Family Folder. The cost of a student lunch is \$2.00 for the 2011-2012 school year. If this is a financial burden, you are encouraged to apply for the Free and Reduced Lunch Program, which is strictly CONFIDENTIAL.

Due to federal lunch program requirements and those of the Wellness Program, you may not bring food such as McDonald's, pizza, etc. into the cafeteria for a student's lunch. Each family will have a lunch account. Starting in August, you will be able to place money into the account at the end of every month. A FAMILY LUNCH ENVELOPE

will come home with the oldest child in the family the last Friday of the month in the family folder. You will be able to place any amount in your family lunch account (checks payable to "St. Rose of Lima Cafeteria"). You will receive a monthly statement in your FAMILY LUNCH ENVELOPE. Each statement will include the following information::

- the date and amount of money deposited previously
- your last check number
- total number of lunches your child/children bought for the month
- the number of lunches each child in your family bought for the month
- the balance you have left in your Family lunch account.

ONLY THE DAILY HOT LUNCH MEAL WILL BE DEDUCTED FROM THE FAMILY LUNCH ACCOUNT. ALL EXTRAS WILL BE CASH ONLY.

In accordance with government guidelines, if you are two weeks behind in payment for your child's lunches, we will notify you that your lunch account is in arrears. If we do not receive payment within a few days, we will notify you that you should begin packing lunches for your child until your lunch account is paid in full. **You may apply for free or reduced lunches at any time during the year as long as you meet the requirements. This information is confidential.**

Parents, whose children stay for lunch, are required to help in the lunchroom one day per month. (See the form in the volunteer packet) If parents cannot volunteer for lunchroom duty or get a replacement, they must pay \$5.00 each month for this service. This fee goes toward the stipend for regular daily help in the cafeteria. Please sign in so a record is kept of volunteer time.

MEDICATION

The school is not permitted to give ANY medications to students. However, should a student need to take a prescription medication during the school day, a form must be completed by the doctor and returned to the school. The school nurse, school secretary, or principal will administer the medication.

ORGANIZATIONAL SERVICES

ALTAR SERVERS

One of the parish priests is in charge of training new altar servers. Both boys and girls can become altar servers. Children may begin altar serving when they enter fourth grade. A letter will be sent home informing the parents when training will begin. Students will receive a schedule for altar servers in the mail. If a child cannot serve a Mass for which he/she is scheduled, he/she must find a replacement by using the phone list of altar servers that will come attached to the altar server schedule. If a student cannot find a replacement, please contact the rectory (944-8509).

Note: If a child does not begin altar serving in fourth grade, it is not too late for him/her to become an altar server. A child may become an altar server in any grade from fourth grade to twelfth grade.

HOMEROOM PARENTS

Each class is to have at least (2) homeroom parents. Their responsibilities include helping with parties, working with the Home/School officers, possibly assisting teachers on field trips, etc. Seventh grade parents must chair or provide a chairperson for the 8th grade graduation dinner and social.

HOME AND SCHOOL ASSOCIATION

All parents of students who attend St. Rose of Lima's School are members of the Home and School Association. Attendance at these meetings is strongly encouraged. The chief function of these meetings is informational and to give support to the school. Parental interest and support of all Home and School activities is very important

PARENT/TEACHER CONFERENCES

Conferences are scheduled at the end of the first marking period. All parents are expected to be present for the conferences. At times a student may be called in for the conference. During the school year, if any parent or any teacher deems it necessary, they are encouraged to request a conference.

PROGRESS REPORTS

Progress reports are issued midway through each marking period for all students in Grades 1-8, who are deficient in a subject area. However, a teacher may issue a progress report at anytime during the marking period if the need arises. The progress report will be sent home in the Family Folder on Friday. It must be signed by the parent and returned to school the following Monday.

RECESS

Rules for recess on the playground and in the classroom (on rainy days and during winter months) are posted in each homeroom.

REPORT CARDS

Report cards are distributed at the end of each marking period. Parents are asked to discuss the grades with their children. The report card is to be signed and returned to the classroom teacher promptly.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

RETENTION:

In cases where the administration and /or the teacher feels a child needs to repeat a grade, the parents will be informed at least two months prior to the end of the school year. Only after consultation with the involved teacher, careful study of the child's work, and a conference involving parents, teacher, and principal will a decision be made. The final

decision will be made by the principal keeping in mind all the extenuating circumstances, and what seems to be best for the development and welfare of the child.

SACRAMENTAL PREPARATION/RECEPTION

FIRST RECONCILIATION AND EUCHARIST

Parents of a child who is preparing for the Sacraments of Reconciliation and Eucharist become involved in the child's preparation by attending the required parent sacramental meetings. There is a parent sacramental meeting before the child's first Reconciliation and a meeting before first Eucharist. Dates of the meetings are listed on the monthly calendar.

Students who attend St. Rose of Lima Catholic School, but are not parishioners of the parish, must contact their own parish's pastor to take part in their parish's Sacramental Preparation Program.

RECONCILIATION (GRADES 3-8)

The Sacrament of Reconciliation is made available to students at special seasons throughout the school term. We encourage parents to be responsible for getting their children in the practice of receiving the sacrament outside of the times it is offered during school hours .

SCHOOL LITURGIES

School Liturgies are held each Friday or Holy Day at 8:30 a.m. (**During the 2011-2012 school year weekly school Masses will be on Thursdays at 8:30 a.m.**) Two classes are scheduled to prepare for each Mass. Parents who want their child(ren) to participate in the Masses should encourage him/her to volunteer.

A School Mass also is held three times a year on a Saturday at 4:00 p.m.

SCHOLASTIC ELIGIBILITY

All students who participate in sports or other extracurricular activities must satisfy the academic requirements established by the Diocesan Education Office and St. Rose of Lima Catholic School. These students must maintain a passing grade in religion, reading, English, math, social studies, science, and spelling.

SCHOOL COUNCIL

A School Council exists for the purpose of promoting St. Rose of Lima School. Members of this council are selected by lot or appointed by feeder parishes and organizations representing the school community. The council is an advisory group.

2011-2012 SCHOOL COUNCIL REPRESENTATIVES

Pat Ronan

Fred Simanski

Fr. Saylor

Leigh Wesner

Donna Kling

Bob Yahner

Shawn Bettwy

Mark Condrin

Cindy Boslet

Alan Gburek

Paula Scaramozzino

STUDENT COUNCIL

The Student Council exists for the purpose of promoting unity and spirit among students, staff and administration. They sponsor many of the activities of the school. At Christmas, Student Council adopts a needy family through Catholic Charities. In addition, council collects canned goods for the Soup Kitchen. School activities include: Talent show for Grades K-8, dress down days, Renaissance Faire, and other special days.

SCHOOL SUPPLIES

1. No books are to be taken out of the school without a bookbag. Parents must be sure that their child has and uses a bookbag.
2. Text books are to be covered at all times with school issued covers. These book covers are provided free of charge by business donors. Conscientious care of text books is important since others will be using them the following year. Fines for excessive damage to books or school property will be imposed and paid by the student.
3. No "White Out" is permitted in the school for student use.
4. Each child is asked to bring a box of tissues to their classroom during September and January in order to have a supply in each classroom.
5. Each child should bring an anti-bacterial hand sanitizer for classroom use.

STANDARDIZED TESTING PROGRAM

Students in Grades 2-8 are administered the Iowa Test of Basic Skills in the Spring of each year. The results are sent home to the parents. Each year students in Grades 4 and 7 are administered a test of Cognitive Abilities. These testing programs are coordinated by the Diocesan Education Office. All test results become a part of the student's permanent record. Other standardized tests such as DIBELS also may be administered throughout the school year on different grade levels.

TELEPHONE NOTIFICATION SYSTEM

St. Rose School is contracted with the School Reach Co. as an automated telephone parent notification system. The school uses this system to notify parents of emergencies, school delays or cancellations, upcoming events, etc.

TOBACCO:

Smoking and chewing tobacco are injurious to health and annoying to others, therefore, students may not smoke a "lighted" object, chew tobacco, have possession of, or carry

cigarettes or other forms of tobacco on their person on school property, at school-sponsored functions, or in the areas surrounding the school. Tobacco is defined as: a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product, and smokeless tobacco in any form. First violation \$50.00 fine; second violation, \$75.00 fine and court costs. The administration shall, in its sole discretion, initiate prosecution through district court as a summary offense. Action is in accordance with Pro Children's Act of 1994, BEC No, 13-95 Commonwealth of Pa, and Act 145 of 1996, Section 6306.1.

TRAFFIC FLOW

For the safety of the children, cars should enter the 6th Ave lot from 56th St. and exit onto 6th Ave.

TRANSPORTATION

Students living beyond a 1.5 mile radius (Grades 1-6) or a 2.0 mile radius (Grades 7-8) of the school are eligible for public transportation. The appropriate school districts provide transportation.

No pupil will be permitted to get on or off at any stop other than his own established stop, unless written consent is obtained from the parent and approved by the School office

TUITION POLICY

1. One third (1/3) of all tuition must be paid by Sept. 15, 2011 . Another third (1/3) must be paid by Nov. 15, 2011. Remaining tuition must be paid in full by Feb.15, 2012.
2. Parents may not re-register their child (children) for the following school year until all tuition is paid in full.
3. No space will be held for a child for the following year until parents have paid all tuition and have re-registered. Any child not re-registered will not be admitted for the next school year.
4. No student records will be transferred to another school until all tuition is paid.
5. Anyone who cannot meet this payment schedule must make an appointment with the pastor to make other arrangements for payment.
6. If you pay your tuition in full by Sept. 15, 2010, you only need to work two bingos.

TUITION (PLEASE SEE SEPARATE SHEET FOR 2011-2012 TUITION)

Each month parents will receive a tuition statement via e-mail. Parents are encouraged to check their tuition bills for the accuracy of account balances, addresses, etc. Errors should be reported to Mrs. Wesley as soon as possible.

To receive proper tuition billing, all parents of children attending our Kindergarten program, must make any changes between Half and Full day sessions before the Christmas break.

VISITORS TO SCHOOL:

All visitors are required to report to the school office. Parents and other visitors MAY NOT go directly to the classroom when school is in session since this may disturb or interfere with the teaching/learning process. During the school day, parents and visitors should use the 56th Street parking lot.

VOLUNTEERS

All volunteers MUST HAVE A CURRENT Pennsylvania Child Abuse History Clearance and Criminal Background Check. Forms are available in the school office. They also must attend a Diocesan sponsored “Protecting God’s Children” Program.

WEAPONS:

Possession or handling of any object/instrument potentially dangerous or harmful to persons represents a serious misunderstanding of the concept of a faith community. Such possession or handling is strictly forbidden. Persons violating this policy will be liable to disciplinary procedures, including the possibility of prosecution under the Pennsylvania Criminal Code. Dangerous objects: instruments include but are not limited to guns, explosives, knives, or other instruments capable of inflicting bodily harm.