

# *St. Rose of Lima Catholic School*

## **2023-2024 Parent/Student Handbook**

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**Parent/Student Handbook**

**PREFACE**

Basic information about St. Rose of Lima Catholic School is contained in this handbook. We believe it will benefit all those affiliated with the school. Specifically, we ask all parents and students to become familiar with the philosophy, guidelines, and policies as they are outlined in the following pages.

History, past and present, shows our school to be a most reliable and efficient educational institution built and supported by the sacrifices of the parish community and concerned parents and grandparents seeking quality education for their children and grandchildren. Its special attraction lies in experiencing it as a loving family community, continually striving for a greater appreciation of the intrinsic value of each student, and eliciting from that student continual growth toward the full measure to which he/she is called by God.

May these pages bring a deeper understanding of our purpose and may the spirit of good will and cooperation, which is part of St. Rose of Lima, continue to bring God's blessing on all.

-----Revised July 2023

**RIGHT TO AMEND**

St. Rose of Lima Catholic School reserves the right to amend this handbook at any time. Notification to parents will be made in a timely manner.

## **MISSION STATEMENT**

**We are God's Presence to the world, developing excellence through Jesus.**

## **PHILOSOPHY OF EDUCATION**

**“Since every individual of whatever race, condition, and age is endowed with the dignity of a person, he/she has an inalienable right to education corresponding to his/her proper destiny and suited to his/her native talents, sex, cultural background, and ancestral heritage. At the same time, this education should pave the way to brotherly and sisterly association with other people so that genuine unity and peace may be prompted. For a true education aims at the formation of the human person with respect to his/her ultimate goal and simultaneously with respect to the good of those societies of which, as a person, he/she is a member, and in whose responsibilities as an adult, he/she will share.”**

**--Second Vatican Council**

**Declaration on Christian Education**

**In accordance with the above quote from Vatican Council II Documents of Education, we at St. Rose of Lima Catholic School believe in the following:**

**Students are unique individuals with varied needs. They develop at different rates and in different manners. They have a natural desire to learn. They need to involve themselves responsibly in the learning process. The whole person grows through a number of supports: the home, the Church, the school, and the community.**

**Teaching and learning can best be accomplished in an environment of trust, honesty and mutual respect. It requires the interaction and involvement of students, staff, administration, parents, and community.**

**Teachers and administrators provide meaningful learning experiences aimed at the development of each individual's spiritual, moral, intellectual, social, cultural, and physical endowments.**

## **GOALS**

- 1. Goal: To integrate Christian truth and values into the students' total development.**

**Objective: St. Rose of Lima Catholic School will incorporate the beliefs, values, and traditions of the Catholic Church in a way that these become an integrate part of our students lives.**

- 2. Goal: To design educational programs to meet the needs and talents of the students.**

**Objective: St. Rose of Lima Catholic School will work to address all the styles in which children may learn, and facilitate appropriate placement where necessary.**

- 3. Goal: To prepare students to assume their roles in the Church and in society.**

**Objective: St. Rose of Lima Catholic School will follow the examples of Christ in fostering the dignity, self-esteem, and integrity of each person and provide opportunities for students and teachers to reflect on their personal and communal spirituality and to enhance their awareness of the call to justice, freedom, reconciliation, and celebration.**

- 4. Goal: To develop an appreciation of the richness and variety of our cultural heritage.**

**Objective: St. Rose of Lima Catholic School will provide a stimulating and challenging curriculum that links faith with culture.**

- 5. Goal: To provide conditions that promotes high standards of physical and mental health.**

**Objective: St. Rose of Lima Catholic School will provide an environment of trust, honesty, and mutual respect so each child can develop his or her God-given talents.**

- 6. Goal: To prepare students for active participation in civic and governmental affairs with an understanding of their rights and duties as citizens.**

**Objective: St. Rose of Lima Catholic School will emphasize social justice as a core value for our administrators, faculty, staff, students, and all others involved in our school.**

- 7. Goal: To organize and operate the school to allow for full participation and cooperation of parents, faculty, and students.**

**Objective: St. Rose of Lima Catholic School will keep parents, faculty & students informed of school activities through the newsletter, email, website, RenWeb and solicit participation and cooperation.**

- 8. Goal: To enhance the quality of education through relationships with other educational agencies.**

**Objective: St. Rose of Lima Catholic School will enlist the help of NCEA, Region Education Service Centers, Federal Programs, HATCH, and various workshops with specialized trainers.**

- 9. Goal: To provide for sound fiscal management and realistic planning for effective organization.**

**Objective: St. Rose of Lima Catholic School will engage in long-term planning that addresses future growth including endowment and financial needs.**

- 10. Goal: To establish a program of on-going planning and evaluation to determine the effectiveness of our program.**

**Objective: St. Rose of Lima Catholic School will assess and update a strategic plan annually.**

## **HISTORY OF ST. ROSE OF LIMA CATHOLIC SCHOOL**

St. Rose of Lima Catholic School has a long history that began in 1889. Father John Kirch, the pastor of St. Rose of Lima Parish, asked the Congregation of the Sisters of Divine Providence in San Antonio, Texas to operate St. Rose School which was built that same year. The first School was a simple frame building under the direction of Sister Mary Pelagie Biegel, with a beginning enrollment of twenty-three pupils, but which increased that school term to fifty. By 1893 the enrollment had passed the one hundred mark.

Around 1895, Santa Rosa, as it originally was called, became a public school, which the Sisters continued to staff. When in 1914 Governor James E. Ferguson appropriated money to aid rural schools, Schulenburg opened its first public school and St. Rose became a parish-sponsored school.

In 1930, the old structure was replaced by a red brick building at the cost of \$36,000. From 1934-1937 St. Rose had a high school with an enrollment of 237 (grades 1-12). In 1953 lay teachers were employed for the first time.

In 1959 a three-classroom building was moved from St. John's to the St. Rose campus to take care of the overcrowded conditions caused by the closing of schools at High Hill, Ammannsville, Holman, St. John, and Hostyn. This building was replaced in 1984 by a modern structure named St. Rose Annex.

In September 2000 new playground equipment was purchased at a cost of \$33,000 this project was made possible by individual and Home & School Assn. donations and a loan from the church.

In January 2002 ground was broken for the St. Rose Family Life Center. Bishop David Fellhauer blessed the new addition in January 2003. The center meets the need for a full size gym, drama stage, and meeting room. Funding for this project was made possible from grants, memorials, individuals and annual fundraisers.

In August 2007 thirty new flat screen computers and a server were installed throughout the school and computer lab. They were funded by a Kenedy Foundation grant award and The Schmidt Family Foundation. In October 2007 a St. Rose of Lima Statue and walking rosary memorial garden were blessed and dedicated by Bishop David Fellhauer. They are in front of the main building and donated in honor of Mr. Fred Lero by his wife, family and friends.

**In July of 2008 the cafeteria ceiling, floor and workroom were renovated. This project was supported by the H.S.A., and private donations.**

**In April of 2009 the school acquired the Stanzel home and lot located directly across the street from the main building with a grant from the Schmidt Family Foundation. The facility was renovated in the summer of 2009 into an educational facility St. Rose of Lima Catholic School Early Childhood Center for 3K and 4K classes. Building renovations, furniture, yard, fencing, playground, and landscaping were financially supported by donations, loan, and school operations.**

**The 2009-2010 school year marked the 120<sup>th</sup> anniversary of St. Rose of Lima Catholic School. Celebration began on Sunday, August 16 at 7:30 a.m. mass celebrated by Bishop David Fellhauer. The parish and community were invited to the mass, a pancake breakfast, and the dedication and blessing of the Early Childhood Center. Open House followed the festivities and was held throughout the day including the annual school orientation for parents of enrolled students.**

**In August 2009 the school library in the Annex building was renovated, removing the wall partition, adding countertop for eight computer work stations, closing the dual restroom entrances creating a book shelf wall. The project was supported by donations and library funds.**

**In June 2010 a grant of \$20,000 was received from John G. and Marie Stella Kenedy Memorial Foundation to replace the roof on the 1984 Annex Building. In December 2010 a private donation supported the purchase of fourteen new 21.5 inch flat screen Dell computers for all teachers and office personnel allowing theirs to be used as student computers.**

**At the Early Childhood Center in May 2011 a playground was installed in the yard and a storage building placed on the cement slab area vacated by the old chapel structure. Donations, fundraisers, and a grant supported these items. An additional six computers were installed in the lab September 2011. New lighting was installed in all classrooms and offices for the 2011-2012 school year.**

**The Marti Love Children's Chapel and Jack Hooper prayer garden area was developed and dedicated May 2012 by Bishop David Fellhauer; paid by fundraisers and donations. In addition, an HVAC project and new suspended ceiling for the 1950 Main building was completed in July 2012 being supported by grants and donations.**

**New mini blinds were installed throughout the main and annex buildings in January 2013. Then in April additional security fencing and gate were installed completing gating the campus. In June and July 2013 the main and annex building interiors were repaired and painted. Bathrooms in both buildings were renovated creating a separate adult restroom in each building. All exterior entrances received a non-skid surface application in place of the worn carpet. Grant funds, donations, fundraisers, and operations paid for the projects.**

**During July and August 2014 carpet tiles were installed in 3 main building classrooms, plank vinyl in the annex hallway and carpet in the library. A wall was removed in the ECC building combining two classrooms into one for 4K. The entire campus technology infrastructure was updated and wireless access points installed. Grant funds and donations supported these items.**

**The 125<sup>th</sup> Anniversary of St. Rose School was celebrated during the 2014-2015 school year with an opening mass celebrated by Bishop Fellhauer. There were numerous events including an alumni dinner including displays of memorabilia and tours of the school, a family day with activity stations including lunch and dinner.**

**In July 2015 carpet tiles were installed in 3 main building classrooms and plank vinyl in the hallway. The entire ECC interior was repainted and bricks above windows on all main building classrooms were sealed. Additional wireless access points were installed to enhance connections for all school buildings and the family life center meeting room. Grant funds supported these projects.**

**In June of 2016 grants supported technology upgrade which included the replacement of all 24 computer lab stations, 6 library and 4 office computers along with infrastructure cabling and 2 bridges to improve wireless connectivity. The old computers were refurbished and used to set up a mini lab for K, 1, 2 students. Then in September of 2016, SRLCS received 2 carts of 30 chrome books each from a grant of the public library system.**

**In June of 2017 grant funds and donations supported replacement of computers for 12 teachers, 1 library, 1 office, 1 cafeteria and refurbishing old computers for additional student stations in classrooms and the mini lab. And following in September 2017, the public library system grant supported 2 more carts of 30 chrome books each. This helped SRLCS have a 1 to 1 device / student ratio.**



Then in December 2017 security cameras were added to all exterior doors and hallways of the Main, Annex and ECC buildings supported by private donation.

Repairs in July 2018 supported by grants included installing carpet squares in the hallway of the ECC; installation of 24 chrome box student stations in classrooms and moved CPUs to mini lab replacing crashed units; and switch boxes replaced. A new 2018 full size 71 passenger school bus was purchased in August 2018 supported by donations and some grant funding.

Foundation repair was completed in July 2019 to the Early Childhood Center and the Main Building. The ECC also had some minor renovation which included the removal of a small bathroom and wall to combine two rooms into one large new 3K classroom. Operations and donations paid for this project. A front door security system was also added in July 2019 which included a magnet for the door and access monitor controls in the school office and principal office supported by Kenedy funds. In September 2019 a rock wall climbing unit was donated to the ECC by Friends.

In June 2020 SRLCS received a private donation to move forward with the addition of a multipurpose music room building which was completed and dedicated in May 2021. Additional Kenedy funds helped complete the project. In November 2020 the internet service was updated to fiber.

In January 2021 security cameras were installed both interior and exterior in the gym and 2 large office monitors for display. Father Tim Kosler was elevated to Monsignor and retired June 30, 2021 after 29 years of service.

For 22-23 school year new Ipads for the ECC and new chromebooks for students were purchased to replace old ones and paid for with HSA and grant funds. A St. Rose School Campus Improvement Master Plan study was initiated.

In July 2023 new charging stations were added to each classroom for chrome books.

A very dedicated Home and School Association, as well as many benefactors, support St. Rose of Lima Catholic School financially.

Along with a sound academic program for students in Pre-Kindergarten through Eighth Grade, St. Rose provides religious, moral training. Staff and pupils form a faith community where respect and love for God and one another is evident.

## **LOCAL ORGANIZATION**

### **PASTOR**

The Pastor is the spiritual leader of the faith and Catholic Education Community within the parish, the Catholic School. As spiritual leader, the pastor is involved in sacramental programs and worship experiences for students and their parents, and works to develop, nourish, strengthen and support the faith community among school staff, students and parents. As spiritual leader of the School Advisory Council, the pastor provides guidance and direction in developing policies and programs for growth of the Catholic Education in the school. The Pastor is responsible to the Bishop for the administration of the parish school.

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is the policy-making body for the school. This council implements policies of the Diocese and establishes additional policies compatible with the school's philosophy and that will enable the school to reach its goals. The St. Rose of Lima Catholic School Advisory Council shall use, as the basis for its Constitution and By-laws, the model approved by the Diocesan School Advisory Council.

The School Advisory Council shall consist of nine members: six appointed or elected members and three—ex-officio members—the Pastor, the Principal and the Home and School Association President. The term of office is three years. A member may serve two consecutive terms. To be an Advisory Council member is to accept a mission and to bring one's talents, time, wisdom, experience, faith life and good will. It also implies a willingness to accept, and an eagerness to seek information, training, and spiritual formation.

### **PRINCIPAL**

The Principal is the chief administrator of the school. In this capacity, the principal is responsible for implementing the school policies established by TCCBED, diocesan, and local school advisory councils, developing the instructional programs in collaboration with members of the faculty and overseeing the general management and operation of the school.

### **TEACHER**

The teacher is accountable to the principal and the parents for providing suitable learning experiences that are in accord with the philosophy of St. Rose of Lima Catholic School. The main responsibilities of the teacher includes the religious and academic instruction of the student, the evaluation and grading of scholastic achievement, the accurate recording of student achievement, the maintenance and promotion of discipline, and the

implementation of requirements of the Texas Catholic Conference of Bishops Education Department (TCCBED), the Diocesan School Office and St. Rose of Lima Catholic School.

### **ATHLETIC DIRECTOR**

The athletic director is accountable to the principal and the parents for organizing suitable physical education activities and learning experiences in accord with the philosophy of St. Rose of Lima Catholic School. The main responsibilities include physical fitness instruction of the student, accurate recording of student achievement, maintenance and promotion of discipline, coordinating athletic team schedules and coaches for all teams, maintaining inventory of all supplies and equipment, and supervise maintenance of the St. Rose Gym.

### **ADMINISTRATIVE ASSISTANT**

The administrative assistant is accountable to the principal and shall possess clerical office/computer skills, a professional attitude, and a sense of responsibility, confidentiality and understanding of school communications. The administrative assistant is responsible for keeping accurate administrative and student files, maintaining the school website, Facebook, FACTS SIS database, ParentAlert, student health concerns, screenings and proper state reporting, organizing teacher/staff workroom, handling administrative correspondence and reports.

### **BOOKKEEPER**

The school bookkeeper is accountable to the principal and shall possess acknowledged general bookkeeping, clerical, office, and computer skills, a professional attitude, confidentiality, and a sense of responsibility and an understanding of school operations and communications. The bookkeeper shall evidence a wise use of financial resources and an accurate, clear accounting record of such resources and manage the FACTS system. The bookkeeper is responsible for maintaining all school, cafeteria, family life center and early childhood center accounts as well as all safe environment and transportation records.

### **TEACHERS' AIDE**

The teachers' aide is accountable to the principal and works under the direct supervision of classroom teachers in grade level or subject areas assigned.

### **CAFETERIA PERSONNEL**

Cafeteria personnel are accountable to the principal and provide well-balanced meals for students and staff according to the directions of the federal lunch program and maintain a clean, sanitary, organized environment.

### **BUS DRIVERS**

Bus Drivers are accountable to the principal and responsible for safe transportation of students. They must meet diocesan requirements and enforce school bus rules.

### **CUSTODIAN**

The custodian is accountable to the principal and responsible for assigned cleaning duties of the entire physical plant.

### **HOME AND SCHOOL ASSOCIATION**

The purpose of St. Rose of Lima Home and School Association is to foster unity, cooperation and understanding between parents and teachers; promote a cooperative Christian spirit among parish, school, and community, and provide financial assistance.

### **ST. ROSE BOOSTER CLUB**

The objective of the Booster Club shall be to organize, assist and support the Athletic Director with athletic activities, team supplies, physical education program needs, game concessions and other activities of St. Rose of Lima Catholic School subject to approval of the Principal.

### **DIOCESAN HOME AND SCHOOL ASSOCIATION**

The objective of this Association shall be to coordinate spiritual and educational forces of Catholic homes and schools in the Diocese of Victoria in a program of Catholic child training.

### **ROOM MOTHERS/FATHERS**

The Room Mothers/Fathers volunteer to assist the school and teachers with certain activities throughout the school year. All volunteers must meet safe environment guidelines.

# **SCHOOL POLICIES**

## **NONDISCRIMINATORY POLICY**

St. Rose of Lima Catholic School admits students of any race, religion, national or ethnic origin, and physical disabilities to the extent that the school can serve the student, to all rights, privileges, programs and activities made available at St. Rose School. The school does not discriminate in the administration of its educational policies or programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in St. Rose of Lima Catholic School shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

## **ACCREDITATION**

In accordance with the decision of the Roman Catholic Bishops of the State of Texas, St. Rose of Lima Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED).

## **PRINCIPAL'S AUTHORITY**

In accordance with the school's philosophy and values and in situations where policies and procedures have not been established, the principal has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students and parents/guardians.

The principal has the authority to:

1. Amend, revise or change school practices, procedures, regulations and other guidelines. Changes are communicated through written notices sent through students, email via FACTS SIS and verbal announcements, when applicable.
2. Determine what is appropriate behavior or dress becoming a student or non-student. The principal is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.

## **ADMISSION**

A child must be three years of age, four years of age, and five years of age on or before September 1 to be admitted into the 3K, 4K, and Kindergarten programs. It is recommended for kindergarten students to have attended a Pre-K program. Students who attended St. Rose Pre-K program will be given first consideration.

The principal may make an exception in the case of a child who has completed Kindergarten in a different state where the entering age is lower if testing shows that the child is ready for First Grade.

## **REGISTRATION**

Before a student is eligible for registration, the following information must be received: **Birth Record, Baptismal certificate, Health/Immunization Record and Social Security Number.** Transfer students must also include their latest report card, test scores, and a letter of recommendation from a previous teacher or administrator, if requested by the Principal. Registration is not complete and students not admitted to St. Rose of Lima Catholic School until all information has been received, forms signed, fees paid and principal approval.

Before a student is finally accepted into St. Rose of Lima Catholic School, the following conditions must be verified:

1. The student must meet the academic standards of the grade or class section in which he or she will be placed as set forth by St. Rose of Lima Catholic School.
2. Any student's academic position will be objectively established through the school transcript or by standardized test administered by St. Rose of Lima Catholic School at the parent's expense.

Every student who is enrolled from a public or nonpublic school will be placed in the grade recommended by the sending school (unless the principal and parents agree otherwise) until evidence is obtained by testing, observation, and other means make it possible for the principal to make an appropriate grade placement.

## **CUSTODIAL ARRANGEMENTS**

At the time of registration, the parent(s) shall provide competent information regarding the custodial care of the student and visitation rights. Upon request, the parent(s) shall furnish the principal a copy of any relevant court order so as to insure the safety and welfare of the student. The parent(s) shall have a continuing duty to apprise the school of any changes in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental third party access to the child.

## **SCHOOL RECORDS**

Educational records are considered confidential material available only to the parents, and to those members of the school staff who have a legitimate educational interest in the

student. Parents shall, upon written request, be entitled to review and request copies of the education record relating to their child. Parents at any time may access their child's academic progress through the Parentsweb on FACTS SIS.

### **SCHOOL RECORDS AND DUPLICATE NOTIFICATION**

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon request, may receive copies of all notices relating to the school and/or activities.

### **ADMISSION POLICIES AND PRIORITIES**

St. Rose of Lima Catholic School considers all qualified students regardless of sex, race, color, nationality or ethnic origin for admission. Because of the religious purpose of the school, preference is given to children of the Roman Catholic religion.

The following priorities are used to admit students.

1. Children of active parishioners:
  - a. Children from parish families with sibling currently enrolled or who have completed the highest grade of the school;
  - b. Oldest child just reaching school age;
  - c. Children of new parishioners who are transferring from a Catholic school, or from an area where a Catholic school was not available but participated fully in the religious education programs offered.
2. Children of active parishioners from other parishes:
  - a. Children whose siblings are currently enrolled or who have completed the highest grade of the school;
  - b. Oldest child just reaching school age;
  - c. Children of new parishioners who are transferring from a Catholic school, or from an area where a Catholic school was not available but participated fully in the religious education programs offered.
3. Children of active parishioners with sibling enrolled in non-Catholic schools.
4. Non-Catholics.

### **WITHDRAWALS**

The procedure for withdrawal before graduation is as follows:

1. Meet with the Principal and complete Exit Interview document
2. Return all books and property of the school along with payment of all tuition, fees, fines, and lunches must be received before releasing records.

## **STUDENT TRANSFERS AND WITHDRAWALS**

When a student is transferring from St. Rose of Lima Catholic School, the Principal and teacher must be notified in ample time. Official records are released from the school office only at the request of the school to which the student transfers. No records are released until all books are returned and all library fines, cafeteria, day care and tuition fees are paid in full.

Students transferring to St. Rose of Lima Catholic School will be on a nine-week probationary period. Transfers will not be accepted during the fourth nine-week grading period unless the student has moved into the area.

## **FEES**

All fees are due monthly. If payment is not received by selected date in FACTS and other arrangements have not been made with the Principal or Pastor, a late fee will be added to that month's tuition. If tuition is not paid, the student(s) will not be allowed to return to school unless other arrangements have been made with the Principal or Pastor. No one will be allowed to return for the following academic year if there are outstanding debts.

## **ATTENDANCE**

In compliance with Texas Catholic Conference of Bishops Education Department (TCCBED) and the State of Texas Family Code, St. Rose of Lima Catholic School follows compulsory attendance laws. Parents and/or Guardians are expected to honor the school calendar established and published by the school at the beginning of each academic year.

Daily attendance is the only effective way to assure continued academic progress. State law requires students must be in attendance 90% (162 days) of the school year to receive credit. The 90% rule applies to all absences, including excused absences.

Students are expected to be present and punctual for all classes. A written excuse from the parent or guardian is required for all absences and tardiness. Call or email the school office by 9:00 a.m. when a student is absent; it will be recorded as unexcused until note, call, or email is received. Students are considered absent for the morning if they leave before or arrive after 10:00 a.m. Students who leave before or arrive after 1:30 p.m. are considered absent for the afternoon. Students leaving before the dismissal bell will not be eligible for "Perfect Attendance".



## **STUDENT ABSENCES**

Absence is defined as not being present at school during the required hours of the school day. Absences cause a student to fall behind in assignments and miss important instruction time with the teacher and scheduled school activities.

School absence is categorized in the following manner:

**Family Emergency** - A death in immediate family and serious or prolonged illness is always handled on an individual basis. Special care and consideration for the student and his/her family dictate the procedure the principal will authorize in such circumstances.

**Absence Due to Illness** - If a student is unable to come to school due to illness, the parent and/or guardian is expected to notify the school office by 9:00 a.m. and send a written note or a doctor's note (may be requested by principal) with student upon return to school. Ordinarily one school day is allowed for each excused absence day for make-up of assignments unless sufficient advance notice and due dates were established.

**Absence for Other Reasons** - When a student is absent from school for any reason other than a doctor's appointment, illness or family emergency, **the school staff is not obliged to provide special services when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the annual school calendar. It is the responsibility of the student to obtain and complete assignments missed while absent and to make arrangements for "make-up" or other help needed. All assigned work due during scheduled absence must be turned in to the teacher prior to scheduled absence.** On extended absences, the student/parent must make individual arrangements with the teacher with the approval of the principal.

## **SCHOOL CARLINE ARRIVAL, DISMISSAL**

**ARRIVAL:** School begins at 7:50 a.m. and dismisses at 3:30 p.m. Teachers are in the classrooms at 7:30 a.m. Upon arrival at school 3K/4K students are dropped off at the Early Childhood Center. Parents will unload children and walk them to the ECC personnel at the ECC main entrance sidewalk. Students in Grades K-8 are dropped off at the main building entrance on Black Street. Families with students in both groups are asked to drop off K-8 first, then ECC. Students are not allowed to play on the playground before classes begin. The gates at the ECC will be closed at 7:50 a.m. for school security/safe environment. All students 3K-8 who arrive late, after 7:50 a.m. **must report to the front office with their parent and/or signed note** to be admitted to school.

**DISMISSAL:** All students are to be picked up in carline. The ECC pickup point is the west gate between the Family Life Center and ECC. Staff will walk students to the parents at the gate. Grades K-8 pickup is behind the cafeteria driving through back parking lot entering

from the west by church and exiting through the gate on Baumgarten Street. Early pick-ups for appointments must be prior to 3:15 p.m. All students are to leave school grounds immediately after dismissal daily, except approved extracurricular activities.

### **TARDINESS**

Tardiness creates a disruption of a class in progress, causes missed information and teaching time. A student is tardy who arrives to the classroom after 7:50 a.m. Any child tardy must be signed in at the office by a parent and will not be eligible for Perfect Attendance and may have academic consequences. After a third unexcused tardy in a nine weeks a full day absence will be recorded on the student's file. A tardy will only be excused with a written or verbal notice from a parent and/or guardian stating the reason.

### **EARLY DISMISSAL**

Students are required to bring a dated note signed by a parent or guardian to request early dismissal. No students may leave the school premises without proper permission. The adult taking the child during school hours must report in to the school office. He/she must again report to the school office when returning the child to school on the same day.

### **STUDENT CHECK – OUT**

A student may be released to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes this right. A copy of such document must be in the student's school file.

### **FACULTY and STAFF MEETINGS**

Faculty and Staff meetings are a necessary part of the instructional program and held every first Friday of the month at 1:30 p.m. These meetings help teachers stay current with educational trends, discuss school business, plan events, and share ideas. School dismisses at 1:00 p.m. on these days.

### **SCHOOL AND OFFICE HOURS**

School begins at 7:50 a.m. and dismisses at 3:30 p.m. The school office is open from 7:30 a.m. to 4:00 p.m. on regular days. Teachers are in classrooms 7:30 a.m. – 4:00 p.m. Summer office hours will be posted; check school website and FACTS SIS.

## **EMERGENCY CLOSURE OF SCHOOL**

St. Rose of Lima Catholic School takes into consideration decisions made for the Schulenburg Independent School District and for the Diocese of Victoria. In the case of an emergency, parents will be notified via ParentAlert and/or FACTS SIS and local radio.

## **HEALTH POLICIES**

A health record is maintained on each student enrolled at St. Rose School. Each student must be immunized and observe health rules according to state law and diocesan regulations, regarding medication and all contagious infections.

Every student enrolled in a Catholic school in the State of Texas 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 documented evidence shall not be accepted for enrollment or allowed to go to class.

Hearing tests and vision screening will be conducted annually for all students in Grades 4K through 8. All students will be measured for height, weight and blood pressure check each year during the Healthy High event by medical personnel.

## **HEALTH GUIDELINES**

### **Exclusion from School:**

- Oral temperature of 100 degrees or greater
- Vomiting
- Diarrhea
- Head Lice

### **Child may return if:**

- Temperature is lower than 100 degrees for 24 hours
- No vomiting and/or diarrhea for 24 hours
- Head lice has been treated with at least one application of medicated shampoo or lotion treatment

All open skin lesions or rashes are to be covered if weeping.

## **MEDICATION POLICY**

Students who take any medication during school hours must observe the following:

**Prescription Medication** Prescription medication must be left in original bottle in the designated school office and be administered by office personnel. The parent must sign a

release form in the office to give permission to administer this medication and indicate the dosage. No more than one dose of oral medication per day (excluding inhalers) will be administered by office personnel.

**Short Term Medication** Other medications, such as aspirin, cough medicine, etc. must be labeled and left in the designated locked cabinet in school office. No medication may be given without parent signature on a release form in the office. The school does not supply medication for students.

## **CHILD ABUSE**

The Child Abuse Prevention, Adoption and Family Services Act require that any suspected abuse or neglect of a child be reported to the Texas Department of Human Services or a law enforcement agency. Failure to report suspected child abuse is punishable by fines up to \$1,000.00 and/or confinement up to 180 days. The Child Abuse Hotline Number is 1-800-252-5400.

## **STUDENT INSURANCE**

All students in St. Rose of Lima Catholic School are covered under the group insurance policy adopted for the schools of the diocese. More complete coverage is available if the parents choose to pay the higher premium. All students participating in athletics must show proof of proper insurance.

## **SAFETY RULES**

Students and Staff must follow all classroom, cafeteria, and playground rules.

## **FIRE/TORNADO DRILL**

Fire drills and tornado drills are held periodically as required by state law. When the alarm and/or signal is given for a drill, students must go to their assigned place in silence as quickly as possible in an orderly manner. They remain there until a signal to return is given.

## **ASBESTOS**

The school is inspected every six (6) months. A copy of the management plan is available for inspection in the school office.

## **TELEPHONES and ELECTRONIC DEVICES**

The office telephone is a business phone. Parents and children are asked to make necessary arrangements while at home and request to use the school phone only in case of emergency. Student cell phones and/or electronic devices are not needed at school and highly encouraged to leave at home. If brought to school, student cell phones and/or electronic devices must be checked in according to school procedure during the school day. If a student's phone or device is found with a student or in their locker/backpack during school hours it will be placed in the principal's office, the parent will be notified, and a fine imposed. Phones/Devices must be picked up by the parent. Fines will be \$25.00 –first offense, \$50.00 –second, and kept in the office until end of school year on the third offense.

## **LOST ARTICLES**

All items found on the school grounds are taken to the school office kept for one week and then given to a worthy cause. Mark the student's name with a permanent marker on all clothing and possessions so they can be returned when found.

## **LUNCH PROGRAM/CAFETERIA**

A Federal lunch program is in operation in the cafeteria to provide a hot and well-balanced nutritious meal. Payments may be made in advance to the cafeteria on a weekly or monthly basis; statements are sent out at the beginning of each month. Only healthy, nutritious lunches and drinks may be brought in the cafeteria or ECC at school lunch time. **No fast food lunches or sodas may be brought in on any day; including birthdays, family day, Catholic Schools Week, Grandparent's, etc., NO EXCEPTIONS.**

## **FINES – LIBRARY/BOOK/UNIFORMS/EQUIPMENT**

There is a charge for overdue, lost or damaged library books, text books, equipment, or team uniforms.

## **DISCIPLINE BEHAVIOR POLICY**

**General Guidelines** At St. Rose of Lima Catholic School we believe good discipline is a prerequisite for effective teaching and learning. Students are expected to act in such a manner to make St. Rose of Lima Catholic School a center of Christian social living and to enable them to acquire the fullest education possible. They are to be helpful to the good order of the school, to themselves and fellow students. They will be held accountable for conduct, whether on-campus or off campus, that is detrimental to the school's reputation.

Every student in St. Rose of Lima Catholic School is expected to follow the example of Christ; to manifest Christian character. Students are expected at all times to conduct themselves in a manner reflecting credit to their parents and their school. Regulations are not intended to place undue restrictions on students, but rather to encourage all students to be well mannered and considerate of others and to conduct themselves in such a manner that they will be a credit to St. Rose of Lima Catholic School.

The classroom behavior management social emotional curriculum used by St. Rose School faculty and staff is the Loving Guidance Conscious Discipline Program. At St. Rose School we have chosen a community model and work from the premise there are two parts to discipline, the health of the relationship and the skill set of those involved. The slow part of discipline is building healthy relationships that promote the willingness to cooperate. The quick part of discipline is the skill set needed to respond wisely in moments of conflict. A behavior intervention process is in place should these conflicts arise.

**Severe Disruption** A severe disruption is a form of behavior manifested by students during the school day or while participating in school activities which may warrant suspension and/or expulsion.

1. A student instigates, inflicts, threatens physical harm to student or school personnel.
2. A student willfully steals or destroys property.
3. A student refuses to obey reasonable directives, orders, rules or regulations of the school, or any teacher/administrative officer of the school, which are promulgated for the well-being of the student body, the staff, or the institution.
4. A student habitually uses abusive, vulgar language and /or obscene gestures.
5. A student leaves the school grounds without permission.
6. A student violates any penal law or ordinance applicable to the respective jurisdictions of all parties concerned.
7. A student possesses or uses dangerous items: drugs, alcohol, knives, matches, etc.
8. A student engages in any activity or conduct which is a serious violation of the Roman Catholic Ethics or which attempts to promote teachings contrary to those of the Roman Catholic Church.

The principal will deal with severe disruption in one or more of the following ways depending on the disruption, and/or developmental age level of the student:

1. Parent/principal conference
2. School suspension
3. Expulsion

\*Location and length of time at the principal's discretion.

**Suspension** Suspension is defined as a temporary dismissal of a student from the classroom. Suspension may be in-school or out-of-school.

St. Rose of Lima Catholic School, realizing its obligations to the students, makes every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend a student follow only after other means of motivation have failed and/or behavior or disruption necessitate this extreme action. In reaching such decision, consideration is given to the welfare and Christian development of the individual, the common good of the entire student body, and the positive teaching and learning environment.

After consultation with the student about the incident, the principal will notify the parent/guardian by phone and provide written notification to the student and the student's parents/guardian of (a) reason(s) for suspension; (b) time/length of the suspension; (c) whether suspension is in-school or out-of-school; and (d) requirements for reinstatement.

**Expulsion** Expulsion is an extremely serious matter and other possible solutions should be explored with parents/guardian. When expulsion becomes a consideration, the principal shall advise parents immediately and urge them to take advantage of assistance which could help the student with his/her difficulties.

A student may be expelled for engaging in chronic/repeated behavior that disrupts the teaching/learning environment after all means of the behavior intervention process have been implemented and all members are in agreement – principal, teacher(s), behavior consultant, administrative team and pastor.

Expulsion of a student is reserved to the principal by the following procedures:

1. The principal shall consult with the Superintendent before the release of any statement of dismissal.
2. Upon parent request, the principal shall present a written statement of dismissal to the parents within two days. This statement shall include reason(s) for dismissal and a listing of efforts made to help the student to avert dismissal. St. Rose of Lima Catholic School will attempt to assist the parents/guardian in placing the student in another learning environment better equipped to meet the child's needs.
3. The principal shall place a copy of the statement of dismissal in the student's file.

**Immediate Expulsion**

Immediate expulsion can take place when a student:

- Participates in disruptive activities by a group such as gangs;
- Possesses, uses, or delivers cigarettes, narcotics, dangerous drugs or alcohol on school campus or school sponsored activities;
- Possesses, uses, or conceals a weapon (a weapon is any instrument which may

- produce bodily harm or death) on school property or at a school related activity;
- Assaults a student or any school personnel resulting in serious physical injury;
- Vandalizes school property or the property of others;

**Action of Parent/Guardian** The disruptive, threatening or illegal behavior of a parent/guardian may result in the expulsion of that student.

**Threats** Any threat of bodily harm or threat of the possession of a weapon shall be taken seriously. Student, parents and staff shall be responsible to report to the administration any knowledge of verbal or written threats. Any such threat and any false reports of such threats may result in immediate suspension or expulsion. A threat shall be defined as any verbal or written comments intended in jest or otherwise, which would cause alarm to the school and anyone in it.

### **SUBSTANCE ABUSE POLICY**

No student shall possess, use or attempt to possess, use or be under the influence of any of the following substances on school premises during any school term or off school premises at a school related activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior altering drug not authorized by a licensed physician through a prescription specifically for student.

Students who violate this policy shall be subject to disciplinary action including expulsion. Desks, lockers, backpacks and other personal property may be searched by administrators for alcohol, drugs, and other controlled substances. The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is prohibited under this policy. Students involved in such actions shall be expelled from school.

### **SEXUAL HARASSMENT**

Sexual Harassment is immoral and reprehensible and will not be tolerated at St. Rose of Lima 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



school community as a whole. Harassment involving any student or staff member shall be investigated, and appropriate remedial action shall be promptly taken.

Harassment shall be defined as any conduct of an intimidating nature which creates a hostile or offensive environment. Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play because of sex.

### **BULLYING**

According to the Webster dictionary, the definition of a bully is a blustering, browbeating person; especially one who is habitually cruel, insulting, or threatening to others who are weaker, smaller, or in some way vulnerable.

St. Rose of Lima Catholic School strives to provide a safe environment for all students and staff. Verbal or written (including online Facebook, etc.) negative comments and/or threats made against the physical or emotional well-being of any individual or against the school are taken very seriously. All complaints of verbal and/or written (including online Facebook, etc.) negative comments and/or threats will be investigated. Students and Parents making such negative comments and/or threats, seriously or in jest, may result in disciplinary actions including suspension and/or expulsion.

### **INTERNET HARASSMENT**

Engagement in online blogs such as, but not limited to, FACEBOOK, INSTAGRAM, SNAPCHAT, TWITTER, email, etc., may result in disciplinary actions including suspension and/or expulsion, if the content of the parent's or student's message includes defamatory comments regarding a Catholic school, school personnel, other students, the parish, or the diocese.

### **SEXTING**

A harmful and dangerous practice that typically occurs when students use cell phones to send others sexually explicit messages or images electronically, between cell phones or posting on Facebook and social media. Any behavior (on-campus or off-campus) which is illicit, immoral, or illegal and/or which reflects adversely on the school, subjects the student to disciplinary action, which could result in immediate suspension and/or expulsion. This behavior includes, but is not limited to, sexting, harassment of any kind, or intimidation.

## **CLASSROOM BEHAVIOR POLICY**

Each student is responsible to do the following:

1. Respect the teacher, classmates, and school personnel.
2. Follow directions of the teacher/supervisor.
3. Have all necessary material – textbooks, paper, pencils, homework, etc.
4. Raise their hand and wait their turn to speak.
5. Keep hands, feet and objects to themselves.
6. Stay in their seat at appropriate times.
7. Keep books and other supplies off the floor for safety.

## **PLAYGROUND POLICY**

1. All students be respectful of teachers, playground supervisors and each other.
2. All students play in designated areas only.
3. All students follow the directions of supervisors.
4. All students play games that are safe.
5. All students keep playground clean.
6. All students use all playground equipment properly.
7. No student may leave playground to retrieve ball or climb on roof of buildings.

## **CAFETERIA POLICY**

1. All students report to the cafeteria for lunch and remain until dismissed.
2. All students enter and leave the cafeteria in an orderly manner.
3. All students use proper table manners.
4. All students eat food properly, not wasting.
5. All students leave their tables and floor area clean when finished.
6. If a student does not pack a nutritious lunch and drink, they must take a lunch tray.

## **BUS BEHAVIOR POLICY**

1. Obey the bus driver and speak softly in a courteous and respectful manner.
2. Wait for the bus to stop completely before boarding or leaving the bus.
3. Remain seated and keep hands, feet and objects to self while on the bus.
4. Be respectful of the bus driver and fellow travelers.
5. Throw all trash in container/bag provided and keep the bus clean.
6. The bus driver will report any misbehavior on bus to the principal and parent for reprimand.

## GROOMING POLICY

1. Cleanliness and neatness are required at all times.
2. Boy's hair kept trimmed an inch above the eyebrows and an inch above the collar in the back of the neck. Standard haircuts only, no mohawks, shaved image styles, etc. No hair coloring, highlight or bleach allowed.
3. Girl's hair must be trimmed neat and kept out of the eyes and/or face. No hair coloring, highlight or bleach allowed. No extensions (feathers, etc.) allowed.
4. A limited use of make-up and nail polish is allowed for 7<sup>th</sup> and 8<sup>th</sup> grade girls only. Nail polish worn is to be kept modest on real nails only (no fake nails, tips, etc.).
5. In grades 3K – 3<sup>rd</sup> no watches, rings, or jewelry on arms/hands/wrists. Small stud earrings are allowed (girls only). In grades 3K-6 no nail polish of any kind is allowed. In grades 4 – 8 watches, small earrings (girls only), and small necklaces are allowed. No wristbands of any kind.
6. Final decision and interpretation is at the principal's discretion.

## UNIFORM DRESS CODE

All students in grades 3K – 8 are required to wear a school uniform.

### Boys

1. Solid white or red polo shirt, turtleneck or mock turtleneck (plain or school logo). Uniform T-Shirt. (Except Mass days) White SRS logo polo on mass days.
2. Navy blue uniform pants or shorts. **NO PATCH POCKETS**  
*Shorts length 5 inches or less from the floor while kneeling.*
3. A PLAIN black or brown belt is to be worn DAILY for grades 4-8. Mass days for K-3.
4. Rubber soled athletic tennis shoes, tie /velcro, and white socks. (No Hey Dudes)

### Girls

1. Solid white or red polo shirt, turtleneck or mock turtleneck (plain or school logo). Uniform T-Shirt. (Except Mass days) White SRS logo polo on mass days.
2. Jumper/Skirt: Navy skirts or skorts on regular school days.  
Red plaid jumper (French Toast) 3K-4 with white SRS logo polo on Mass days.  
Red plaid skirt (French Toast) grades 5-8 with white SRS logo worn on Mass Days.  
**Jumper & Skirt LENGTH 3 INCHES OR LESS from floor while kneeling.**  
Navy, Red, White or Black tights/leggings worn under jumper/skirts on cold weather days.
3. Navy blue uniform pants, capris or shorts. **NO PATCH POCKETS.**  
**Shorts LENGTH 5 INCHES OR LESS from floor while kneeling.**
4. Rubber soled athletic shoes and white socks. Tights/leggings and/or knee socks are to be worn on cold weather days.

### Other

Red or white sweatshirts allowed. Jackets must open fully in front. Only St. Rose Pullovers allowed.

Order information available on the school website and in the school office.

## **GROOMING AND DRESS CODE POLICY DISCIPLINE**

Student will receive a form indicating grooming or dress code infraction. Student will have remainder of week and the weekend to comply by the following Monday. Date will be indicated on the form. If still out of compliance after allotted period of time then ISS unless extenuating circumstances - communicated to the principal by the parent.

## **ACTIVITIES PROGRAM**

The activities program is the responsibility of the Principal and under their general supervision. Any program held during the school day should meet the needs, interests and abilities of students and mission of St. Rose School.

## **SCHOOL PARTIES**

Grades 3K – 4<sup>th</sup> grade may have All Saints Day, Christmas, Valentine’s Day, and Easter parties and kept simple. Grades 5-8 may have Christmas parties. All room moms and dads must have the Diocesan Safe Environment training. For Birthday Party celebrations, parents are asked to provide individual, precut servings of cake, cookies or treats.

## **PARTY INVITATION POLICY**

Party invitations may be distributed at school ONLY if the ENTIRE class is INVITED.

# **ACADEMIC PROGRAM**

## **Report Cards**

St. Rose of Lima Catholic School will be on a quarterly (nine weeks) grading period schedule. Numerical grades are used from Grade 2 through Grade 8. The 3K and 4K use Skill Set Forms to measure progress and growth.

The following key is used for **3K - Kindergarten**:

**S = Satisfactory Progress      P = Progressing      N = Needs Time to Develop Skill**

The following keys is used for **Grade 1:**

**E = Excellent Progress      G = Good Progress      S = Satisfactory Progress**  
**N = Needs Improvement      U = Unsatisfactory      - Weakness +Strength or Improvement**

**Conduct grades are indicated in the following manner:**

**S = Satisfactory      N = Needs Improvement      U = Unsatisfactory**

**The following key is used for Grades 2 - 8:**

**Major Subjects:**

**100 – 94 = Excellent Achievement**

**93 – 85 = High Achievement**

**84 – 75 = Average Achievement**

**74 – 70 = Low Achievement**

**69/Below = Unsatisfactory**

**Other Subjects:**

**G = Good Progress**

**S = Satisfactory Progress**

**N = Needs Improvement**

**Conduct grades are indicated in the following manner:**

**S = Satisfactory      N = Needs Improvement      U = Unsatisfactory**

### **Honor Roll**

To enhance and recognize outstanding academic performance of students, St. Rose of Lima Catholic School has an Honor Roll for Grades 5-8. The Honor Roll is defined in the following manner:

**High Honors: 100 – 94 in every Core subject (Religion, Language Arts, Social Studies, Science and Mathematics) with no grade below 80 or below S in any other subject or conduct.**

**Honors: 93 – 85 in every Core subject with no grade below 80 or below S in any other subject or conduct.**

### **Promotion/Retention**

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course. A learner who has not achieved satisfactorily in a grade or subject should repeat the subject or grade. To permit a learner to take a course for which he or she does not have the proper preparation is an injustice to him or her, to the other learners, and to the teacher. There may be cases in which ability, effort, interest, and other factors must be weighed. In such cases, the principal's decision will be final.

Parents shall be informed of possible non-promotion by the teacher with approval of the principal at the beginning of the second semester (January) or as soon as this becomes evident. If the learner is promoted conditionally, the parents shall make provision for the learner to remove the condition through summer work. These provisions shall be approved by the principal.

### Regulations for Promotion

1. A student who has made satisfactory progress at one grade level will be promoted to the next higher grade.
  - Students in First Grade must have completed the primer level in Reading and have at least a final average of “N” in Religion, Mathematics, and Reading in order to be promoted to Second Grade.
  - Students in Grades 2-3 shall earn a final average of 70 in each major subject in order to be promoted to the next grade. The major subjects for these grades are Religion, Reading, English and Mathematics.
  - Students in Grades 4-8 shall earn a final average of 70 in each major subject in order to be promoted to the next grade. The major subjects are Religion, Reading, English, Mathematics, Social Studies, and Science.
  - Because language skills (English and Reading in Grades 2-8, Reading in First Grade) and number skills (Mathematics in Grades 1-8) are the basis for all other learning, a student who fails two of these subjects shall not be promoted to the next grade.
  - Students choosing to enter Algebra I must score at the 75<sup>th</sup> percentile or above on STAR math test at end of the previous year and must have attained a final 7<sup>th</sup> grade math average of 85 or above. Algebra 1 students are expected to maintain a passing average and complete all assignments through the year. A conference may be called to change placement if a student is unable to meet these requirements within the first 9 weeks.
2. Students who fail two major subjects, provided that both subjects are not in the area of language skills or number skills as indicated above, shall be promoted on the condition that they receive remedial instruction during the summer and receive a passing grade.

## **Parent – Teacher Conferences**

Parent-Teacher conferences are scheduled after the first nine weeks period. Parents and teachers are encouraged to arrange conferences at other times when convenient and necessary. The purpose of these conferences is to enable both parent and teacher to communicate for the success of the student.

Progress Reports are sent out midway between Report Cards.

## **SCHOOL CURRICULUM**

The curriculum followed at St. Rose of Lima Catholic School is approved by the Texas Catholic Conference of Bishops Education Department (TCCB ED), the Texas Education Agency (TEA) and the Diocese of Victoria Office of Catholic Schools for all parochial schools in the diocese. Christian truths and values are integrated into the students' total development. Thus the students in our school will be led to a faith which is living, conscious and active. In junior high a program of education in Catholic Christian human sexuality and family living appropriate to the age and maturity of the students is included. St. Rose of Lima Catholic School follows the Curriculum Guides of the Diocese of Victoria. The Texas Essential Knowledge and Skills are followed in subject areas not covered by the Archdiocesan and Diocesan Curriculum Guides.

## **TEXTBOOKS**

Textbooks used at St. Rose of Lima Catholic School are those adopted or approved by the Diocesan Office of Catholic Schools. Textbooks are available online or are loaned to students; books should be covered at all times and taken care of properly. Fines may be imposed for damage beyond normal wear and tear at the end of the school year.

## **STANDARDIZED TESTING**

Students in Grades 1- 8 are administered the complete ITBS Test in the spring semester. Students in Kindergarten take the test in the spring. These tests identify the strengths and weaknesses of the individual pupil in different subject areas, and also afford the school a view of the test performance of the collective student body

as compared with Diocesan and National norms. Parents are apprised of the strengths and weaknesses of their own children as indicated by the tests.

### **DAILY SCHEDULE**

A daily class schedule is posted in each classroom. A copy shall be on file in the principal's office. Requirements of the TCCED regarding each subject are met.

### **RELIGIOUS ACTIVITIES**

Students participate in the Liturgy of the Mass weekly. During the day, teachers will lead students in prayer to begin and end an activity. Reconciliation, Prayer Services, Rosary, Adoration and Stations of the Cross are celebrated during the year.

### **FIELD TRIPS**

Field trips will be related to curriculum and school programs. Trips are planned by classroom teachers with principal approval. Adequate transportation and supervision must be available. Field trips are a privilege, not a right. Students exhibiting inappropriate behavior in school will not be allowed to accompany their class on field trips. While on a field trip students are expected to follow these rules:

1. Listen and behavior appropriately at all times.
2. School uniform SRS logo t-shirt unless otherwise approved by the principal.
3. Respect and cooperation with the bus driver, teachers, and/or chaperones.
4. All chaperones must have Diocesan Safe Environment training. Ratio is 1:6  
3K-1<sup>st</sup>; 1:8 2<sup>nd</sup> – 4<sup>th</sup>; 1:10 5<sup>th</sup> – 8<sup>th</sup>; Junior High trips are chaperoned by staff.
5. Any misconduct on a field trip is to be reported to the principal by the teacher and proper be taken including contacting the parent.

Eighth grade students are allowed a class trip planned by the homeroom teacher and must be approved by the principal.

### **HOMEWORK**

Homework assigned is based on the grade level and academic abilities of students. Reading, which is essential for all subjects, should be done daily at home. Parents are asked to provide an atmosphere conducive to study. For assignments not handed in on time, late notices will be sent to parents through FACTS SIS



ParentsWeb. Any regular and standard assignment not turned in the following day will be recorded as a zero and when received will result in a 10 point deduction per day up to three days, the assignment will remain a zero after the three day period. Any assignment a teacher designates immediate will not be allowed 3 days. All assignments are at the discretion of the teacher.

When assignments are handed in these should be neatly done with the proper heading and the papers should not be torn or crumpled on the edges.

**For Grades Kindergarten - 2:**

Name Date

**For Grades 3 - 8:**

Name St. Rose School

Subject, Grade Date

**PHYSICAL EDUCATION**

Participation in P.E. is mandatory for all students in accordance with the Texas Educational Agency and Texas Catholic Conference of Bishops Education Department requirements. Exemption is given to those who present a note signed by a doctor or a parent. If requests from parents for exemptions are too frequent, a doctor's request will be mandatory.

Grades 5-8 are required to wear P.E. uniforms ordered at school.

**ATHLETIC POLICY**

St. Rose of Lima Catholic School participates in and follows the rules of the Diocese of Victoria Athletic League (DVAL). Sports may include football, soccer, volleyball, basketball, track, softball and tennis. Good Christian sportsmanship must be exhibited at all times by coaches, parents and students of St. Rose of Lima Catholic School. Participation in athletics requires the following:

1. Students must do satisfactory academic work with grades checked weekly on Mondays for passing and no lower than S in conduct.
2. Decisions regarding suspension from practice and/or athletic events are made at the discretion of the teacher, coach, and principal, following Diocese of Victoria Athletic League recommendations.

3. While participating in athletic events, students are under the direct supervision of the coaches or designated chaperone.
4. If the student is failing one or more core subjects they may not participate in any extracurricular activities for one week. (from Monday to Monday)
5. Physicals and proper insurance are required for all sports activities.

### **DIOCESE OF VICTORIA ATHLETIC LEAGUE RULES**

1. Profane and inappropriate language is not allowed.
2. Talking back to officials, coach or other adults at any time is not acceptable.
3. No racial slurs or comments are ever to be made.
4. Booing, screaming or stomping is not allowed.
5. Always respect the property of any school whether at home or away.
6. Leave the area clean after a game. (Take trash bags along for your team.)
7. Technical fouls (signs of poor sportsmanship) should be avoided at all times by coaches and students.

### **PEP SQUAD AND CHEERLEADERS**

Participation in the Pep Squad is open to students in Grades 5-8. Students in Grades 5-7, who have been members of the pep squad are eligible to try out for cheerleader according to the cheerleader constitution. Cheerleaders must do satisfactory academic work, prove to be responsible, show leadership, courtesy, respect, poise and friendliness. Any student wanting to try out for cheerleader must complete registration for the next school year and have all school bills current.

### **VISITORS**

All visitors must come to the school office at the main entrance to be checked in. To help keep our students and staff safe, the Raptor Visitor check in system, provided by the diocese will be used. Each visitor will need to present a government issued ID (driver's license) to be scanned for approval to print a name tag.

In the event a parent/guardian must bring something to a student, he/she may leave it at the school office. Class will not be interrupted.

## **CALENDAR**

The official school calendar is posted on the school website and in the office.

## **SCHOOL COMMUNIQUE**

Our monthly school calendar and weekly school newsletter is a source of communication to our school family about upcoming events and information. Parents should expect the newsletter on Fridays emailed and updated postings on the school website. Messages and notices are also sent through FACTS SIS via email, text or voicemail.

## **APPEALS PROCESS**

Although the Diocese of Victoria 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 or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school related policy, only then may the parent or guardian institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Diocese's current appeals/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Catholic Schools of the Diocese of Victoria.