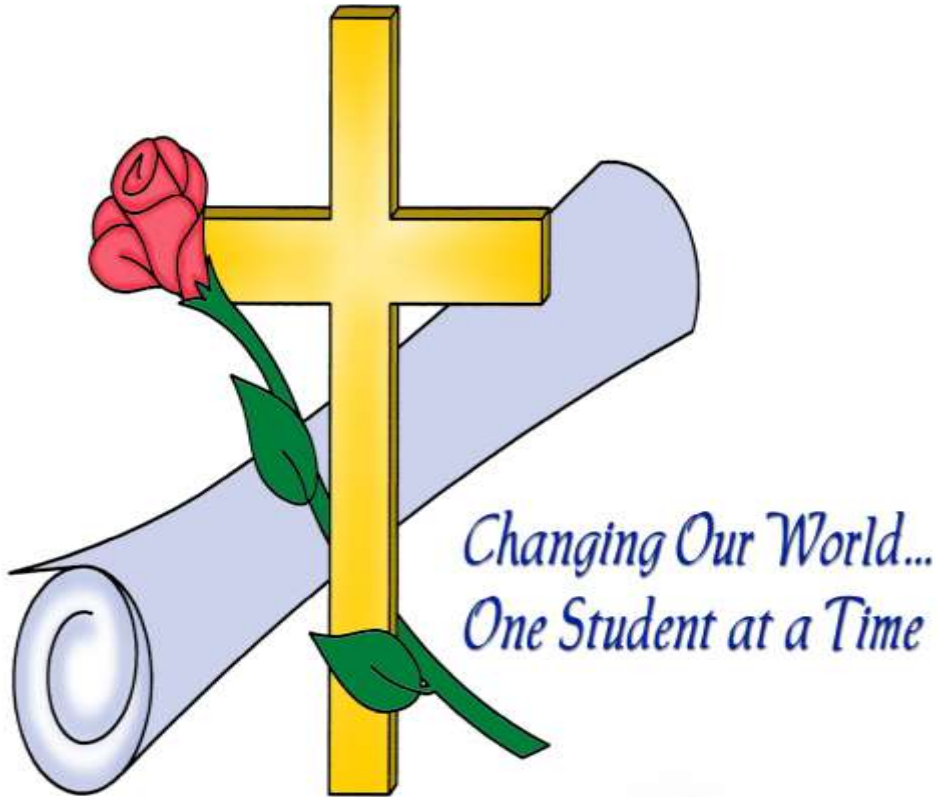


St. Rose School



*Changing Our World...
One Student at a Time*

*Handbook
2011-2012*

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Mission Statement of Diocese of Joliet

Jesus commissioned His apostles to teach and make disciples. Mindful of this twofold mandate, Catholic Schools in the Diocese of Joliet provide formation in the Catholic faith as well as superior academic education to students of diverse backgrounds. Our Christ-centered education nurtures a personal relationship with Jesus and service to others. Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. Working in partnership with parents and parish communities, Catholic schools prepare students for success in further education, a productive career and a life eternal with God.

Mission Statement of St. Rose School

Recognizing that we are all members of the Body of Christ, the mission of St. Rose School is to prepare young people of all faiths and cultural backgrounds for a lifetime of learning. As Christian educators we encourage a partnership with parents, parish and community to foster Catholic values and to challenge students to grow spiritually, intellectually, physically and socially by providing programs that promote excellence while nurturing a commitment to our tradition of faith and service.

PHILOSOPHY

St. Rose School, as part of St. Rose Parish stresses Catholic values, emphasizes the role of the family as the primary educator, and strives for academic excellence. Faculty, staff and parents work together to create a holistic and culturally diverse curriculum, striving to meet the needs of each child. St. Rose School, as a Catholic faith community, prepares students to spread the message of Jesus, to worship together and to be of service to the local Church and to the global community.

St. Rose School Staff

Principal.....	Mrs. Linda Bland
Preschool.....	Miss Beth Montgomery
Preschool Aide (MWF).....	Mrs. Shari VanDuyne
Preschool Aide (T, Th).....	Mrs. Tonya Valone
Kindergarten.....	Mrs. Susan Jackson
1 st Grade.....	Mrs. Linda Vimpeny
2 nd Grade.....	Miss Ashley Allmon
3 rd Grade.....	Mrs. Tisha Girot
4 th Grade.....	Miss Jennifer Bernhard
5 th Grade/ Jr. SocialStudies.....	Mrs. Jana Viano
6 th Grade/Jr. High Science.....	Mrs. Bernadette Plese
7 th Grade/Jr. High Math.....	Mrs. Jill Duffy
8 th Grade/Jr. High English.....	Mrs. Sharon Mosier
Art.....	Miss Ashley Gilbert
Music.....	Mrs. Renee Specht
Physical Education.....	Mrs. Jenny Urban
Technology.....	Mrs. Megan DesRochers
Extended Care.....	Miss Samantha Bland/Mrs. Tonya Valone
School Secretary.....	Mrs. Colleen Schumacher
School Maintenance.....	Mr. Shawn Ryan

Parish Staff

Pastor.....	Reverend Steven Bondi
Deacon.....	Reverend Mr. Don Dyer
Parish Office Manager.....	Mrs. Georgene Petrovic
Parish Secretary.....	Mrs. Carol Treadman

St. Rose School Board

The School Board consists of 9 voting members, and 3 ex-officio members, the Pastor, the Principal, and the PTO President. School Board terms last 3 years, with new members elected in the spring of the year. The Board meets the second Thursday of the month at 6:00 P.M. in the Church Meeting Room. All meetings are open to the Parish.

School Board Members

President	Judy Sundine
Vice President	Van Holman
Secretary	Jen Czys
Fathers for the Facilities	John Ruzich
Member	Jen Imhof
Member	Mark Hobbs
Member	Tom Smith
Member	Suzie Probus

St. Rose PTO

The St. Rose School Parent Teacher Organization meets on the second Monday of the month at 7:00 P.M. in the Lunch Room.

President	Jill Duffy
Vice President	Billie Van Duyne
Secretary	Heather Hobbs
Treasurer	Megan DesRochers

St. Rose Committee Chairman

Lucky Sunday	Jill Duffy
Back to School Picnic/Fun Fest	Jill Duffy, Billie VanDuyne, Heather Hobbs, & Megan DesRochers
Grandparent's Day Reception	Sheila Cooper
Mother-Daughter	Shawna Ruzich/Amy Burkey
Santa's Secret Shop	Tiana Warriner
Market Day	Heather Hobbs
Daddy Daughter Date Night	Megan DesRochers & Megan Egizio
Collection Contest:	Billie Van Duyne
➤ Box Tops	Jenni Imhof
➤ Campbell's	Lisa Pitts
➤ Bellettini's	Eileen Walinski
Manna Gift Cards	Jill Duffy
Popcorn Days	Christine Humphries & Tiana Warriner
Uniform Exchange	Lisa Pitts

Admission Policy

Registration

Nondiscriminatory Policy

St. Rose School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school.

In compliance with state of Illinois age requirements, children entering Kindergarten must be five years of age on or before September 1.

Students attending St. Rose will pre-register in March for the following year. The following priority list determines entrance for new families, and will be exercised if class sizes exceed the prescribed number of students:

1. Children of parishioners families with children already enrolled in St. Rose School
2. Children of non-parishioner families with students already enrolled in St. Rose School
3. New parishioner families
4. Families who are not Catholic

The following is needed for admission:

- Birth Certificate
- Baptismal Certificate
- Physical Examination
- Immunization Record

Physical Examination

Illinois State Law requires a physical examination for each student entering Preschool, Kindergarten, and Grade Six. Forms must be completed and sent to the school before our opening day.

Dental Examination

Dental examinations are required for all students entering Kindergarten, Grade 2 and Grade 6.

Immunizations

Illinois State Law also requires that all students are immunized.

Vision Examinations

Vision exams are required for all students entering Kindergarten.

Transfers

When a child enters St. Rose School from another school, the student must have his/her transcript and health report sent from the former school.

Withdrawals

Parents are asked to notify the Principal as soon as they know they are leaving the school. When it is possible, they should give the name of the school their child will attend so then school information/records may be forwarded.

**St. Rose School
Tuition Rates
2011-2012**

Preschool - 8th Grade

**Payment for
12 months**

3 Year Old Preschool (2 half days)	\$1100	\$ 91.70
3 Year Old Preschool (2 full days)	\$2149	\$179.10
4 Year Old Preschool (3 half days)	\$1650	\$137.50
4 Year Old Preschool (3 full days)	\$2290	\$190.80
4 Year Old Preschool (5 half days)	\$2750	\$229.20
4 Year Old Preschool (5 full days)	\$3332	\$269.35
One Child	\$3332	\$277.67
Two Children	\$4705	\$392.10
Three Children	\$5479	\$456.58
Four Children	\$5820	\$485.00

Preschool

3 Year Old Preschool

(Tuesday & Thursday 7:50 -11:00a.m.) (Tuesday & Thursday 7:50 -2:40 p.m.)
74 days for 238 hours = \$4.62 an hour 74 days for 526 hours = \$4.09 an hour

4 Year Old Preschool

(Mon., Wed., & Fri. 7:50-11:00a.m.) (Mon., Wed., & Fri. 7:50-2:40 p.m.)
101 days for 342 = \$4.82 an hour 101 days for 738 hours = \$3.10 an hour

(Monday - Friday 7:50-11:00am) Monday - Friday 7:50 - 2:40 p.m.
176 days for 557 hours = \$4.93 an hour 176 days for 1203 hours = \$2.77

Kindergarten – 8th Grade

Monday – Friday 7:50 - 2:40 p.m.
176 days for 1203 hours = \$2.77

Please indicate below how you prefer to pay your tuition for the 2011-2012 School Year and return this form to the office by April 29, 2011

Option I: Payment in full: _____ Due on or before Registration
Name _____

Option II: Two installments: _____
Name _____
1st installment due Registration Day 2nd installment due 1/09/12

Option III: Credit Card payment over twelve months. (July through June)

Name _____
Cardholder Name: _____
Please circle type of card: Visa Master Card American Express Discover

Card Number plus 3 or 4 digit code on back of card _____
Expiration Date: _____

Option IV: FACTS plan budgeted over a twelve month period. (July through June)

Name

If using FACTS and your account number has changed, please list the change below as well as your bank's name.

New Acct. # _____ Bank: _____

Option V: Pay by check each month for twelve months. (July through April)

Tuition Procedures

Tuition is due according to the payment option chosen.

Late payments will result in the following procedure:

- After 15 days delinquent tuition, will incur a late fee and a letter will be sent.
- After 30 days delinquent tuition, a phone call will be made.
- Students whose tuition has not been paid by the final day of school will not receive their report card.
- Financial obligations of eighth grade students must be met before graduation.
- A \$38.00 charge will be imposed for all checks returned due to insufficient funds.

Tuition Refund

If a family withdraws due to moving out of the area the tuition refund will be prorated.

Vouchers

Vouchers are coupons that give families tuition credit for participation and involvement at school. Programs that earn vouchers are Market Day, Athletic Boards and PTO Board. To receive voucher credit, **the voucher must be turned in to the office by June 1, 2012.**

Technology Fee

\$25.00 per year for Preschool through 8th grade.

The technology fee covers the cost of the ink, paper, software, lab upkeep, Honeywell Instant messaging, and membership to Discovery Education,

Fine Arts Fee

\$10.00 Fine Arts Fee covers music supplies and art supplies.

Milk Fee

\$34.00 per year for Kindergarten through 8th grade.

Preschoolers receive two milks per day (one at snack and one at lunch).

\$40.00 per year for Preschool M – F

\$30.00 per year for Preschool MWF

\$20.00 per year for Preschool Tues/Thurs

Fundraising Policy

This policy is to improve our school's ability to provide a quality education for your children by ensuring support is available by fundraising.

Mandatory Fundraiser

This money is used to offset tuition costs.

Preschool – 8th Grade Families:

- Are obligated to buy or sell a minimum of 30 Lucky Sunday Raffle Tickets @ \$10.00 each.

Non-Mandatory Fundraisers

Each family is asked to help with the following fundraisers:

- Race for Education (Walk-a-thon)
- Market Day
- Daddy/Daughter Date Night
- Mother/Daughter Event
- Mother/Son Event
- Garage Sale

EXTENDED CARE

Before School

The Extended Care Program is available every morning before school. Students who need to go to Extended Care in the morning will go to the Gym.

The Extended Care hours in the morning are from 7:00-7:30.

After School

The Extended Care Program is available every day, (with the exception of the day we get out for Christmas vacation, the day we get out for Easter Break, and May Crowning) starting with the first full day of school in August and ending with the last full day in June.

The Extended Care hours are from 2:40 – 6:00 PM.

Fees for Extended Care:

- One Child \$4.00 per hour
- Two Children \$6.00 per hour
- Three or more children \$7.00 per hour
- There is a \$5.00 snack fee per child per month.

St. Rose School offers both before and after school extended care. The program provides care, supervision, some recreation, and enrichment activities. It is a service to St. Rose families. Fees are charged every 15 minutes and billed every two weeks. Any family that does not pay Extended Care fees will not participate in the program. Fees are due 1 week after receipt of the bill.

ACADEMIC INFORMATION

Curriculum

The school curriculum is comprised of instruction in the Catholic faith and Christian principles, language arts, mathematics, science, social studies, computer technology, art, music, physical education. The curriculum is regularly reviewed and revised to comply with Diocesan, State of Illinois, and federal standards.

Progress Reports

During the mid-term of every quarter, progress reports are sent home for Kindergarten – 2nd Grade. Grades for 3rd – 8th will be available on Engrade.

Grading Scale

Grades K – 2

Exceeds: (E)	This means the student is exceeding the expectations in the classroom.
Meets: (M)	This means that the student is meeting the expectations in the classroom.
Needs Improvement: (NI)	This means that the student is not working up to the expectations in the classroom.

Grades 3-8

A+ = 100%	B+ = 91-92	C+ = 83-84	D+ = 75-76
A = 96-99	B = 88-90	C = 79-82	D = 72-74
A- = 93-95	B- = 85-87	C- = 77-78	D- = 70-71

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

Graduation Criteria

The Graduation ceremony for our 8th graders is held on the third Tuesday in May. State law requires that students pass tests on both the United States and Illinois Constitution prior to graduation.

Homework

Homework is given to supplement, complement, or reinforce teaching and learning. Some homework is assigned, but there are times that class work is not completed therefore it becomes homework.

Student Responsibilities

- Keep an assignment notebook starting at 3rd grade (must use one provided by St. Rose)
- Understand the assignment before leaving the class
- Have resources and materials needed to complete assignments
- Complete work legibly and neatly
- Turn work in on time
- Make up assignments missed due to absence

Teacher Responsibilities

- Assign homework with specific instructional purposes
- Recognize the range of student abilities and needs
- Check completed homework
- Communicate with other teachers
- Advise parents of any problems associated with homework

Parent Responsibilities

- Be familiar with the homework policy
- Provide appropriate time and place to complete homework
- Monitor that homework is done
- Guide and assist work but never do the work for the child
- Communicate with the teacher as necessary
- Recognize that some students will take more time than others to complete the same assignments

Time Allotments

Daily homework should generally be completed within these times. However, it is important to remember that each child is different and works at his/her own pace. Extra time may be needed if your child has been absent.

Kindergarten – Second Grade 10 – 30 minutes

Third Grade – Fifth Grade 30 – 60 minutes

Sixth Grade – Eighth Grade 60 – 90 minutes

Homework for Absent Students

Homework for absent students is sent to the office at the end of the day. Parents or siblings may pick homework up after 2:30.

If a student is absent, he/she will have one times the number of days absent to complete the work and receive 100% credit. After that, the homework is considered late. In cases of serious illness, which requires a doctor's note, the teacher will arrange a reasonable plan.

Vacations During the School Year

Absence from school for reasons of vacations is discouraged. Regular school attendance is imperative to the student's progress. Assignments may be made up; however, class discussion, interaction and teacher instruction cannot be made up. Teachers are not responsible for assigning work which will be missed ahead of time during a special vacation. The work missed will be completed by the student upon returning to school. Parents should be aware that under State Law, the principal cannot authorize a child's absence from school for purposes of vacation.

Extenuating Circumstances

If homework cannot be completed because of home conditions, for example, sickness in the family, students will be permitted to defer doing the assigned work. A parent note of explanation to the teacher will obtain permission.

Incomplete Homework

Homework handed in on the due date will receive 100% credit.

- 1 day late - grade drops 10 points
- 2 days late - grade drops 20 points
- 3 days late - grade drops 30 points
- 4 days late - grade drops 40 points

Honor Roll

The purpose of the Honor Roll is to recognize student academic achievement. Students in grades 5 – 8 at

St. Rose School are recognized in two different categories.

“A” Honor Roll **“A”** in each subject, except Handwriting, P.E. and Music

“B” Honor Roll **“B”** or greater average, except Handwriting, P.E., and Music

Report Cards

Preschool receive report cards in January, March and May.

The first report card for students in grades K-8 is presented to the parents at the October Parent/Teacher conference. At all other times the cards are sent home with the oldest student in their Family Packet.

Preschool conferences will be held in October to discuss SOWIC Preschool Screening.

Report cards are designed to convey to students and parents the student's achievement in a given subject area and the effort exerted. The "A-F" achievement grade in grades 3-8 and the standards grade in grades K-2 are objective, based on the student's performance, whereas the effort grade is subjective, based on the teacher's assessment of how hard the student is working to achieve his/her potential.

Standardized Tests

The Iowa Test is the adopted standardized assessment for the schools of the Diocese of Joliet. The test is administered to students in grades K-8. Testing will be done in October. Test results will give your child's teacher this year to plan and improve instruction. Parents will receive a copy of their child's test results.

Attendance Policy

School attendance and promptness are the responsibility of students and their parents. Every effort should be made to assure that students are in school when classes are in session. Parents are expected to contact the school office prior to 7:50 A.M. when a student will be absent. If a parent does not call, the secretary or the principal will call the parent's home to verify the absence. This policy is for the protection of St. Rose students.

An absence of three or more days due to illness, or absence due to a contagious illness, requires a note from the doctor. Students are responsible for make-up work and any tests they may have missed while absent.

Tardiness

To develop the habit of being on time, just as adults must be for work or appointments, it is important for children to learn to be on time. A teacher is on duty on the playground or in the gym after 7:30 A.M. each morning. Students may arrive at school and proceed to the gym anytime between 7:30 and 7:50. Any student arriving between 7:50 and 8:00 and not at Mrs. Schumacher's office at 8:00 is considered tardy.

Tardiness does not apply to any student who is riding the bus and the bus arrives late.

Tardiness and absences are recorded on the student's report card and permanent record.

If tardiness becomes a habit the student must meet with the principal and parent to discuss the situation.

Physical Education

Students in Preschool – Kindergarten will have PE once a week

Students in grades 1 – 4 will have P.E. twice a week.

Students in grades 5 – 8 will have P.E. three times a week.

Students in grades 5-8 are required to have navy blue shorts, a St. Rose P.E. shirt and athletic shoes.

Physical Education Excuses

If your child cannot participate in a complete physical education program, or his activity should be limited in any way, please notify the school in writing. When a student is to be excused for more than two class periods in a row because of an extended illness or accident, a doctor's excuse is necessary. The doctor's excuse should state when the student can return to class activity.

Athletic Information

St. Rose School athletes are expected to follow all school rules. They are expected to conduct themselves in a positive Christian manner and to exhibit good sportsmanship at home and away contests. They must conduct themselves appropriately in attitude and appearance as representatives of St. Rose School. Respect must be shown for school property and the property of others at all times. Proper respect must be shown for the pastor, principal, teachers, coaches, officials, spectators, staff and other students.

Uniforms

All uniforms and equipment are the property of St. Rose School. Athletes will be issued uniforms and necessary equipment prior to the first contest. Proper care is to be given to the uniform throughout the season. **UNIFORMS ARE NOT TO BE WORN DURING SCHOOL OR AT ANY OTHER TIME.** Uniforms not properly returned or taken care of will become the responsibility of the athlete and the athlete will be charged the price of replacement.

Eligibility

To be eligible to participate in the athletic program a student must be in satisfactory academic standing. Grades will be checked at mid-term and at the nine week grading period. If a student receives a failing grade he/she will not be allowed to participate in the activity until the next grading period.

Physicals

St. Rose requires athletes to have a current sports physical on file. Physical forms may be acquired in the school office. Physicals are good for one calendar year. Students will not be allowed to participate in practice or games without a physical on file. Fifth graders do not need an additional sports physical.

Fees

Fees help pay for uniforms, equipment, officials, etc. Each student is charged a one-time \$50.00 Athletic fee to be paid separately from tuition regardless of the number of sports he/she participates in. Stevens Middle School Athletic Co-op students are also subject to this fee or, if greater, the fee Stevens Middle School assesses St. Rose School for participating in the athletic co-op. Students that participate in fall sports with Stevens Middle School as part of the co-operative program **MUST** pay this fee to St. Rose School as soon as school begins.

Forms

Parental permission forms, insurance waivers, physicals and fees must be turned into the coach and/or office prior to the start of the practice for any sport. All records are kept in the office and transfer between sports.

Practice

Everyone is expected to attend all practices and games. If you are unable to attend, please notify your coach at least 1 day before the practice or game or follow the individual coach's attendance policies.

Transportation

Parents will be responsible for providing transportation for their child(ren) to and from games and practices.

Insurance

Proof of insurance is required. Student Accident Insurance is mandatory for those students who are not covered under another policy. Proof of insurance MUST be on file at the school office before a student will be allowed to play.

Parental Involvement

It is MANDATORY that all parents volunteer their time. Parents of athletes are responsible for assisting St. Rose Athletics by working sporting events in the following manner: Set-Up, Concession Stand, Tickets/Door, Scoreboard/Scorer, Hall Monitor, or Clean-up. Schedules are issued at the beginning of the year based on student participation. Parents of athletes are also responsible for attending a parent information meeting at the beginning of the school year as well as assisting St. Rose Athletics by participating in fund-raising activities. Parents are notified when their help with fund-raising opportunities are needed.

DISCIPLINE POLICY

Rules of Conduct

St. Rose School strives to create an environment where students learn to live with others in peace guided by Christian values. A student's growth in Christian values, attitudes, self-discipline, and individual responsibility is emphasized. Students are responsible for their actions. Additional rules may be developed for particular programs and activities as deemed necessary by the faculty.

Students shall:

- Show respect for all students and staff
- Follow directions of staff
- Refrain from using abusive and foul language
- Refrain from causing bodily harm to self and others
- Show respect for equipment, supplies and facilities

Discipline Code

Our discipline code implements a positive approach to discipline. It involves the use of logical and realistic consequences, reasonable rules and the acceptance of feelings. Students become aware of the choices they make. Our goal at St. Rose School is to help students become responsible and in control of themselves.

Each teacher establishes classroom expectations for the students in his/her class.

These expectations are based on the following:

- Conduct which is disruptive of the educational process is prohibited
- Conduct which infringes upon the rights of others is prohibited

Minor Offenses

Minor offenses are handled immediately by the classroom teacher. Actions taken by the teacher could include a verbal warning, a missed recess, or a note home to the parents.

The following are considered minor offenses:

Uniform Violation

Tardiness

Lack of class materials

Chewing gum/candy

Talking in class

Unsigned papers

Incomplete work

Wastefulness

Major Offenses

The following are considered major offenses:

Fighting, kicking, spitting, throwing snowballs
Leaving school grounds without permission
Lying, cheating, stealing
Inappropriate language
Open Defiance of Authority
Possession of weapons
Truancy
Vandalism
Violation of Internet Usage Agreement
Intimidation/Bullying
Forgery
Plagiarism

Detention

Detentions are given for repeated minor offenses or major offenses. Detention is held on Thursdays mornings before school from 7:15 until 7:50, supervised by a teacher. If a student receives a detention on the day that detention is being held, the student will serve the detention the following week. When a student receives a detention, he/she will bring home a note stating the reason for the detention and who issued it. The parent/guardian is asked to sign the form and return it to school the following day. If a student fails to return the form the following day, the principal will call the parents for a conference. If the student is a bus rider, the parent/guardian must make arrangements to bring the child to school at 7:15a.m. Any child who has been given a detention and fails to serve it on the particular day, will be issued a second detention with a request for a parent conference.

In School and Out of School Suspension

Suspension is the final result of attempting to resolve conflicts. Suspensions are administered by the principal. Parents will be notified should suspension be necessary. A conference with the student, parents and principal is required for readmission after suspension. The student is responsible for obtaining and completing the daily work. The assignments are to be turned in to the teacher when the student returns to class. Students will report to the principal for an In School Suspension. If a student is serving an In School or Out of School Suspension, he/she is ineligible for participation in any extra curricular activities.

Discipline Recourse

Disciplinary consequences are determined according to Diocesan and local School Policy. The Principal is allowed discretion in administering discipline. In the interest of fairness, students are given an opportunity to present their view of any serious incident before discipline is determined.

Students are expected to comply with the discipline imposed. Parents are expected to cooperate to see that the student does so.

Students who do not comply with the discipline measures may be denied participation in extra curricular activities, special school or classroom activities (field trips, parties, reward videos, etc.)

Welfare

It is the responsibility of the parents to notify the school, in writing of any known health conditions of their child.

Physical and Dental Examinations

The Illinois School Code requires that all children have a dental and health examination on file in the school office. Health examinations are required at the beginning of Preschool, Kindergarten, and Sixth grades. Dental examinations are required at the beginning of Kindergarten, Second, and Sixth grades. The school medical form is to be completed by you and your physician. The following must be provided on the form:

- Student information on the top completed by the parent
- Health history to be completed and signed by the parent
- Complete immunization list with month, day, and year and signature of physician, school health professional or health officer
- Physical exam by physician must include height, weight, and blood pressure

Physician's/Advanced Practice Nurse/ Physician Assistant's signature along with address and phone must be provided at the bottom of the physical form.

Immunization

Parents must present documented evidence or immunization against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, chicken pox, and hepatitis (grade 6).

Student Emergency or Illness

An Emergency Card for each student is on file in the school office. If a student is injured or becomes ill at school parental instructions on the Emergency Card are followed. Parents are contacted first. If the school is unable to reach a parent, the person designated by the parent on the Emergency Card is contacted.

Medication

The State of Illinois policy does not permit the dispensing of medicines at school. A school administrator may, in conjunction with a parent/guardian, identify circumstances in which a student may self-administer medicine. Children who are under a doctor's care and require a dosage of medication during the school day are required to have this stated on a form available at the school office. Medication (prescription and nonprescription medicine) must be in the original pharmaceutical container indicating time and dosage, and kept in the school office. Children are not to carry any medication during school hours except inhalers with doctor's written directions on the inhaler and signature of a doctor on file. Parents may make arrangements with the school office to come to school to administer medications to their children.

Prior to giving medication at school, the School Medication Permission form shall be completed by the parents and physician authorizing the school to administer the medication. Permission forms shall be renewed every year and filed in the student's health record.

Medication shall be brought in a pharmaceutical container clearly marked with the child's name, the name of the medication and pertinent instructions. Unused medication which is not picked up by the family will be discarded. The parent must report immediately any change in prescription or dosage and new permission forms must be obtained for each change.

Medications are administered by the person designated by the principal.

Under no condition may a child be in possession of either prescription or over-the-counter medication, including aspirin or Tylenol.

First-Aid

First-aid is administered primarily by the principal or the secretary. Illness will be assessed by them before parents are contacted. Phone calls concerning illness will be made by the school secretary.

Fever Policy

Children with fevers should not be sent to school. If a child in school is found to have a fever, parents will be called to pick-up their child. A child should be free of a fever for at least 24 hours before returning to school.

Communicable Disease Policy

If a student is reasonably suspected of having a communicable disease the parents are called to take their child home. In some cases, the student may return to school only with a doctor's authorization. In the interest of all students and staff, it is important that parents advise the school of the nature of their child's illness as soon as it is known.

Vision and Hearing Screening

The Will County Health Department sponsors a Vision and Hearing Screening on a yearly basis. The County recommends:

- Vision and hearing screening of all children in Preschool, Kindergarten, and 2nd
- Vision screening of all children in grades 8
- Hearing screening of all children in grade 1 and 3

Parents may request that their child be screened for vision or hearing or both. The county charges a \$6.00 (subject to change) per child/per test fee which will be collected from the parents by the school. At this time Preschool testing is done free of charge.

Traffic Safety and Transportation

Morning Drop-Off

Students may be dropped off at 7:30 A.M. Morning Extended Care is available for those who need to come before 7:30 A.M.

Enter on Main St. going north. Drop off at the entrance of the parking lot. The principal will be at the entrance to greet and help students out of their cars.

If at all possible, students should exit from the passengers' side of a vehicle. If you need to come into the school, please drop off your child first, then proceed north and enter the parking lot on Kankakee Street.

If the weather is inclement, there will be no one at the entrance on Main St., so proceed into the parking lot and drop students off at the main building. Students will go into the gym.

Afternoon Pick-Up

Car Riders

Car riders will be dismissed when the bell rings at 2:40.

Enter the parking lot on Main St. Park in the lot. Do not drive past the cones.

Preschool, Kindergarten, and 1st graders will dismiss from their building.

2nd - 8th graders will dismiss through the back door by the 5th grade room.

Bus Riders

Bus riders will be dismissed at 2:40.

Walkers

Walkers will be dismissed when the bell rings at 2:40. They will leave through the front doors by the office.

Bus Transportation

Public School District #209-U provides bus transportation to many St. Rose students in Grades Preschool -8 who live within the boundaries of District 209-U. Eligibility is based on the distance the child lives from school. Information about bus transportation can be obtained by calling 815-476-6300.

Uniform/Dress Code

Students are expected to come to school in complete uniform. Two days per month are set up as “Spirit Days.” Students who have been in uniform for the (usually) 9 days prior to the “Spirit Day” may participate by wearing St. Rose Tiger shirts with jeans.

Girls Preschool-5th Grades

Light Blue short sleeve or long sleeve polo shirt*

Belair Plaid uniform jumper (K-4) with a white polo shirt

Belair Plaid uniform skirt (5th) with a white polo shirt

Navy blue sweatshirt with St. Rose logo and “R” plaid logo

Plain navy blue “Docker” style uniform slacks and walking shorts (**no shorter than 2” above the knee**)

White camisole (no lace) to wear underneath polo shirts

Black leather shoes with rubber soles (heels not more than 1 inch)

Plain navy blue or black belts (**NO ORNAMENTATION**) (optional K-5)

Crew socks, knee socks or tights – navy blue or white only

Girls 6-8th (Junior High)

Navy blue short or long sleeve polo*

Khaki color “Docker” style pants and walking shorts (no shorter than 2” above the knee)

Navy blue zip hooded style sweatshirt with St. Rose logo

Belair Plaid uniform skirt

Brown or black rubber sole (heels no more than 1 inch)

Brown or black belts (**NO ORNAMENTATION**)

Crew socks and knee socks-navy blue or white

Slacks, sweats, or leggings may not be worn under skirts during school hours, except for recess.

All uniform skirts and uniform shorts must be no shorter than 2” above the knee.

Boys Preschool-5th Grades

Light blue short or long sleeve polo shirts

Navy blue “Docker” style, straight leg uniform pant and walking shorts. (**NO CARGO PANTS**)

Navy blue St. Rose logo sweatshirt

Black leather shoes with rubber sole (heels no more than 1”)

Plain navy blue or black belt (**NO ORNAMENTATION**) (optional K-5)

Navy blue or white crew socks

Boys 6-8th (Junior High)

Navy blue short sleeve or long sleeve polo

Khaki color “Docker” style pants and walking shorts (**No Cargo Pants**)

Navy blue hooded style sweatshirt with St. Rose logo

Black or brown rubber style shoes

Black or brown belts (**NO ORNAMENTATION**)

Navy blue or white crew socks

WARM WEATHER OPTION – August through October, April through June

Walking shorts and short sleeve polos are permitted.

UNIFORMS MAY BE PURCHASED FROM

Dennis Uniform Company in Lombard
1141 North Main Street
Lombard, IL 60148
630-932-7171

or

Eich’s Sports, Coal City
293 South Broadway
Coal City, IL 60416
815-634-9269

At St. Rose School we are attempting to create a learning atmosphere which is clean, positive, and encourages the goals of our educational mission.

The dress and appearance of an individual reflects that person's pride and self-respect so at St. Rose School all students are to:

- **Uniforms should be clean**
- **Blouses and shirts are to be tucked in at all times**
- Collars and sleeves must be worn down
- Sweatshirts are not to be worn around the neck or waist

Gym Attire

Grades K-4 may change into athletic shoes or wear their rubber sole black shoes.

Grades 5-8 change into navy blue shorts, a St. Rose P.E. shirt and athletic shoes.

Hair

Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn in wrists. NO beads or scarves should be worn in the hair.

A simple hairstyle is expected. Shaved designs are not permitted.

Moderate highlighting is acceptable in grades 6-8, but no colors are allowed.

Boys' hair must be no longer than collar length.

Jewelry

Appropriate jewelry may be worn in moderation.

Dangling earrings, hoops, etc. are not permitted. Bulky bright colored jewelry is not permitted.

Make-up

NO cosmetics, lip gloss, colored chapstick, may be worn. No visible tattoos of any kind

Deodorant/Cologne/Perfume

The use of deodorant is stressed in grades 4-8.

Excessive cologne or perfume is not permitted.

Shoes

Black (K-5) Black or Brown (6-8) leather shoes with rubber soles, heels no more than 1 inch

No boots, no high heels, no sandals, no open-back shoes and no heelys are permitted.

Consequences for Non-Compliance with Dress Code

A warning will be sent home to the parent/guardian if a student does not comply with the uniform/dress code policy.

If a second notice is necessary the parents will receive a phone call and can't participate in Spirit Day.

The principal has the final authority to determine if any part of a student's uniform, shoes, hair, etc. is not appropriate for school.

Non-Uniform Days

There are days in the year that are non-uniform days.

The following days will be dress-up days:

- Picture Day
- May Crowning

Students may not wear

- T-shirts
- Halter tops
- Sweat pants
- Camouflage
- Shorts
- Jeans
- Athletic shoes
- Flip flops

Good Rule: If you think you shouldn't wear it, you shouldn't.

Spirit Wear Days

Twice a month on a Friday, students will be allowed to wear their "spirit wear" t-shirts or sweatshirts with **jeans**. Athletic shoes may also be worn on "Spirit Day."

If a child comes to school dressed inappropriately, the parent/guardian will receive a phone call.

ADDITIONAL INFORMATION

School Communications

Thursday FamilyEmails

Each Thursday an email is sent home to families with a letter from the principal, announcements, student forms and information concerning school activities. All enclosures must be pre-approved by the principal.

Messages for Students

Messages and deliveries for students are to be brought to the school office. This keeps class interruptions to a minimum.

Change of Address, Phone, or Email

A change of address, phone number, email or emergency information should be reported to the school office as soon as possible in order to maintain school records and to assure effective communication with the home when necessary.

Lunch and Milk

Supervision

Students are supervised in the lunchroom by the principal, teacher or parent volunteers.

Lunches from Home

Students who bring their lunch from home are to have their names on their lunches. Lunches delivered to school after the start of the day are to be brought to the school office.

Hot Lunch

St. Rose School offers a Hot Lunch program. Hot lunches are ordered a month ahead of time. Menu and order forms are sent home in the Thursday Family Envelope.

Milk

Milk for lunch may be ordered for the entire school year. At the beginning of the year, order forms are sent home stating milk cost and choice of white or chocolate milk.

Visitors

The school building is locked during the school day. This school observes the Illinois School Code for the safety of all.

To insure the safety of all school students and school personnel, all visitors to the school must comply with the following Visitation Policy. Upon entering, all visitors must proceed to the school office and sign in, recording their time of arrival and destination in the school building.

Sometimes, we are momentarily away from the desk and you may have to wait to be buzzed in. We apologize for the inconvenience, but are very proud that we are able to provide a secure and safe environment for our entire school population. Thank you for being gracious and understanding of our security efforts.

Emergency Closing

If it is necessary to cancel school prior to the start of the school day, you will be notified by home phone, cell phone, and e-mail account listed on a student's file via the Honeywell Alert System. St. Rose closes school when the Wilmington Public Schools close for snow or weather-related emergencies.

If it is necessary to close school during the school day, we will activate our Honeywell Alert System. Parents, guardians, or those listed on the emergency card may pick up the child from school or make other arrangements for the child.

Parent or guardian must notify the office if the child is to walk home alone.

Custodial Rights

If parents are divorced or separated, the school assumes that both parents have access to the children unless one parent can provide evidence that he or she has the sole right. All information must be on file in the school office.

Lost and Found

All personal items and articles of clothing, lunch boxes and books should be clearly marked with the student's name and grade so these items may be returned if lost. Lost articles are kept in the school office for a limited amount of time and then donated to charity.

Field Trips

Field trips enrich the instructional program at St. Rose School. Trips are initiated and directed by the principal or faculty. Written permission to participate in a field trip is needed from the parent/guardian before a child is allowed to attend.

Because of the arrangements needed for most field trips (tickets, bus rental, etc.) fees paid for a child's participation in a field trip will not always be returned, if the child is unable to participate.

Often, the scheduling and planning of field trips requires collecting fees in advance. These fees must be paid by the due date indicated on the permission slip. Parent/Parents who accompany any field trip must have a completion certificate on file in the office with respect to "Protecting God's Children" Program.

Asbestos Management Plan

The Asbestos Management Plan for St. Rose School required by 40 CFR 763.93 is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents. Request for inspection is granted within 5 working days of receipt.

Library

St. Rose School students will utilize the resources of the Wilmington Public Library. Students from Preschool – 8th grade will have an opportunity once every other week to check out books from the school library or the Wilmington Public Library. For this reason we are asking that all students have a library card.

If you do not live in Wilmington, library cards from your local library will be accepted at the Wilmington Public Library.

Permission slips will be necessary in order for each student to participate.

School Supplies

The school supply list is given to each family in their Family Envelope at the end of the previous year or at the time of registration. We ask that your child has all his/her supplies when school begins. Periodically during the year, please check that supplies are replaced when needed.

Parties Outside of School

If you are having a party and are not inviting the whole class, do not hand out invitations at school. We need to be sensitive to the students who are not invited.

Playground Equipment

Students may bring soft rubber balls, jump ropes, etc. from home to be used on the playground. Skateboards, scooters, hard balls and roller blades are never allowed on the school playground.

Personal Property

Articles of clothing, lunch boxes and books should be marked with the student's name and grade so these items may be returned if lost.

Cell Phones

Cell phones brought to school must be turned off during school hours. Students will be allowed to use them once they are outside the building after 2:40. Students, who do not comply, will have the phone taken away and given back to the parent or guardian.

School Masses

School masses are scheduled each Wednesday, at 8:10. Students will attend mass on Holy Days. Occasionally students will participate in Sunday Mass. Check for dates and times of masses in monthly and weekly calendars that are sent home by email. We encourage all our parents to join us each week at 8:10 A.M.

Family Educational Rights and Privacy Act

St. Rose School complies with the provisions of the Family Educational Rights and Privacy Act, which permits parents to inspect and review their child's student records. In the case of non-custodial parents, the school will provide such parents with access to the school records and other information including medical, dental, child care and other school records unless the school is provided with a court order which prohibits that parent from inspecting or obtaining such records.

Please make arrangements at the school office and bring necessary documents, which provide information regarding child custody.

Technology

Technology is important in your child's education. The computer is used as a tool to aid in the learning process. Students will learn keyboarding, word processing, spreadsheets, and use of the Internet for research. The Internet will be accessible both in the Computer Lab and the classroom. A teacher will be monitoring the students on the computers.

No student will be allowed access to the Internet without an Acceptable Use Policy Permission Form signed by both the student and parent. This form must be kept on file.

Acceptable Use Policy (policy attached).

The faculty of St. Rose School will make reasonable efforts to ensure that technology is used in a responsible and ethical manner consistent with the educational and moral objectives of the school.

Rules and Responsibilities

The principal, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and the school to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and St. Rose School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal has the authority to determine what inappropriate use is.

COMMUNICATION

Parents are encouraged to communicate with the school in partnership for their children. Positive comments as well as concerns, questions, and suggestions are welcome. Communication is most effective when built upon trust and done in a constructive way for growth and improvement.

Concerns involving student performance should first be addressed with the student, then with the teacher.

Concerns involving a teacher should first be addressed to the teacher, then if necessary, the principal.

Working together the St. Rose School community can assist the student in achieving his/her learning potential, growing in faith, developing responsibility for his/her own gifts and talents.

Person to person is the most effective form of communication and allows for an exchange and sharing of ideas, questions, clarification, and collaborative solutions. Written communication must be signed to be given any consideration.

Parents wishing to schedule a conference should call for an appointment. This will facilitate time to focus on the issues without interruption and with the respect the persons involved deserve. Conferences with the teachers will be scheduled on school days, either before or after class.

Confidentiality is an essential element in fostering effective communication and respect. All discussions, conferences, and resolutions should remain only with involved parties. The details of a conference between a teacher and a given family are not a matter for others. Maintaining confidentiality encourages respect, cooperation, and will help to foster more effective resolutions to problematic situations.

St. Rose School can and will break confidentiality when matters of life, safety, or health of students may be in peril of any kind.

School Board

The pastor is responsible for the educational mission of the parish. The pastor delegates, according to diocesan policy, the administrative responsibilities of the school to the principal.

Role and Purpose

In the Diocese of Joliet, school boards are consultative in nature. A consultative board participates in the policy-making process but does not formulate policy. This responsibility includes the following functions:

- Participating in and encouraging planning by establishing a mission statement, goals and plans for the school
- Developing and defending policies in accord with diocesan policies which give general guidelines for administrative action
- Offering financial advice by developing plans/means to finance the educational programs including tuition, development and fundraising, allocating resources according to a budget
- Serving as a public relations resource
- Evaluating itself periodically to determine its own effectiveness in light of the mission of the school and the board's responsibilities as outlined by diocesan policy and the board's own constitution
- Participating in the selection of the principal who is the Board's executive officer. Although the pastor hires the principal, he may invite Board members to serve on the search committee when a principal needs to be hired.

The School Board is not a grievance committee. It does not hire, evaluate, or terminate faculty members. The Board does not administer the school. It does not tell the principal how to administer the school, but rather it gives direction through policy. The Board does not regulate the instructional program nor involve itself in matters of curriculum.

Communication with the School Board

Whenever anyone has a concern that falls within the scope of the School Board, he/she are welcome to come and address the Board at a regularly scheduled Board meeting. During the Board meeting a time is allocated for visitors to address the Board.

The following points of order are to be observed:

- Anyone wishing to address the Board needs to outline his/her issues in writing and submit them to the Principal or Board president one week before the scheduled meeting. If the issues fall within the scope of the School Board matters, the person will be placed on the agenda.
- Only those people who have been placed on the agenda will be permitted to address the Board during the time allocated for such.

- Those addressing the Board should focus their presentation on only those issues approved prior to the meeting.
- Any presentation or expressed viewpoint that becomes or borders on a personal attack of a particular person or family will not be tolerated.
- Any communication which is not expressed in a calm and respectful manner will not be tolerated.

At the Board meeting, the Board members will simply receive, without response of interaction, the comments of the person making the presentation. The president of the Board will thank the speaker. After the meeting, it will be determined how to follow-up on the speaker's presentation. Possible follow-up includes, but is not limited to:

- Discussion at an executive session
- New business item at the next Board meeting
- Information regarding the issue included in the next school newsletter
- Personal contact regarding the issue: phone call, letter, meeting
- Referral to proper person or committee, group

PROTECTING GOD'S CHILDREN

The Diocese of Joliet and St. Rose School recognize the importance of keeping our children safe. For this reason, all clergy, religious, employees and volunteers who come into contact with children while working or volunteering in any diocesan or parish institution and/or program will have a criminal background check and attend the required workshop.

St. Rose School requires all parents or family members who volunteer as room mother, lunch mom, recess helper, go on field trips, help in the classroom, etc. attend a three hour class (Protecting God's Children).

A schedule of classes will be available to you on Registration Day.

The principal reserves the right to vary these policies so that specific problems are responded to on an individual basis. The policies are subject to amendment or discontinuation as the needs of the school require. The school will attempt to keep families and students informed of any changes which may be made to meet unforeseen circumstances.

Parent and Student Signature Page

I have read the 2011-2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Signed form Due to Mrs. Bland September 15, 2011.