Parent-Student Handbook 2026-2027



St. Rose of Lima School

411 S. Main Street

North Syracuse, NY 13212

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General Contact Information

- **School Website**: strosecny.org
- **Main Office:**
  Phone: (315) 458-6036
  Mail: 411 S Main St.
  North Syracuse, New York 13212



"Let it be known, to all who enter here, that Christ is the reason for this school, the unseen, but ever-present teacher in its classes, the model of its staff, and the inspiration of its students."

Learning, Loving, and Serving the Lord

Diocesan Mission Statement

Inspired by the evangelizing mission of Jesus Christ, the Catholic Schools of the Diocese of Syracuse partner with families, communities, and parishes to nurture academic excellence rooted in Gospel values. We empower students to develop a strong moral conscience informed by the teachings of the Roman Catholic Church, and to live their faith with compassion, integrity, and respect for all life. Preparing them for a diverse world, we cultivate lifelong learners who are witnesses to Christ's love through service to others.

Most Rev. Douglas J. Lucia
Bishop of Syracuse
August 14, 2024

Diocesan Belief Statements

Spiritual

We believe that...

- Jesus is the Master Teacher, serving as the role model for all educators, parents, and students.
- Parents are the primary educators of their children, and Catholic schools partner with them to pass on our Catholic faith and values.
- Teachers in our schools are evangelizers, bringing the Good News of God's love and salvation to all within our communities.
- Catholic schools share in the educational and evangelical mission of the Roman Catholic Church and seek to develop and nurture relationships with parishes.
- Schools within the system embrace the common mission of Catholic schools in our diocese; our Catholic Identity is the foundation of a Catholic school education.

Academic

We believe that...

- Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually, and academically.
- Students learn at different rates and in different ways; each is unique, made in the

image and likeness of God.
- Academic excellence is an essential and achievable goal.
- Quality athletic, fine arts, and extracurricular programs are essential components of a comprehensive educational program.
- Our teachers are educators called to be lifelong learners who are active in collaborative professional learning communities. They seek out professional development that fosters their spiritual and professional growth.
- Our school cultures should promote the continuous development of individual programs.
- Schools within the system should be aligned with educational programs while adhering to national, state, and diocesan standards.

Stewardship

We believe that…

- Our students develop leadership skills that enable them to be responsible and educated citizens who serve others, especially those in need.
- Our Catholic schools teach students to be stewards of the gifts and talents God has given them.
- Students have a sense of responsibility for caring for the environment and all of God's creation.
- Our schools practice sound fiscal and responsible stewardship.

Social

We believe that…

- Our schools are called to follow the example of Jesus Christ by teaching students to actively care for the world and serve their communities, especially those in need.
- Our students are taught to view all people as members of the family of God; we value and respect diversity within our schools.
- School communities, in partnership with parents, foster the growth of caring, compassionate individuals with strong moral consciences who follow God's command to love one another.

Diocesan Profile of a Graduate

Graduates of the Catholic schools in the Diocese of Syracuse will:

- **Live their faith by:**
  - Knowing, understanding, and promoting the principles of the Catholic faith.
  - Protecting and nurturing human life at all stages.
  - Exhibiting behavior and making decisions that reflect high moral character and values of our faith: integrity, honesty, self-control, and concern for others.
  - Serving God through service to others in society and the Church.
  - Respecting the dignity of others, including people of other cultures and traditions, as modeled by Jesus by extending acceptance, empathy, compassion, and love toward others.
  - Being responsible stewards of all of God's gifts.
  - Continuing to devote attention to their own ongoing faith formation and evangelization.
  - Providing leadership enhanced by moral considerations to the Church, local communities, their families, and future generations.

- **Use their educational experiences by:**
  - Mastering a rigorous academic program with conscientious work habits and study skills.
  - Continuing to build on a strong academic foundation provided in Catholic schools as principled lifelong learners dedicated to academic excellence.
  - Being effective communicators orally, in written form, and in the use of technology.
  - Using technology in an ethical manner to create, access, and share information.
  - Demonstrating the acquisition of life skills that promote collaboration, creativity, critical thinking, self-reflection, and problem-solving in a variety of settings.
  - Taking active roles as responsible community leaders in order to make significant positive contributions.
  - Demonstrating an understanding and appreciation for the development of the whole person — spiritually, academically, physically, emotionally, and socially.

St. Rose of Lima School’s Mission Statement

Our mission is to equip saints for life in this world and the next. We believe in the amazing God-given worth and potential of every student. By establishing virtuous foundations, our students are prepared to develop to their fullest potential while following God’s purpose for their lives.

School Philosophy

St. Rose of Lima, as a Roman Catholic school, bases its educational philosophy on Christian principles and the dignity of each person. The entire educational process is rooted in the choice, commitment, and challenge of parents, faculty, staff and students.

It is the parents’ CHOICE to entrust their children to Christian, competent, professional educators. This choice provides individualized attention, which facilitates the development of each student's potential, and facilitates high expectations in academics.

It is the COMMITMENT of students, faculty, and parents to live by Christian standards-truth/trust, active listening, respect in speech and action and doing one's personal best. Parents and teachers are committed to teaching as Jesus did by example and message. Dedicated faculty strives to form, inform and transform the whole child by encompassing home, social and spiritual life as students make academic progress.

It is the CHALLENGE of St. Rose of Lima School to bring Christ to people and people to Christ through the academic environment. In making our faith conscious and active, we exemplify Christ in our world. Building strong Christian character, we enable those in our care to become productive citizens in our society.

Through the interconnectedness of faculty, staff, students, and families and their belief and choice of Catholic education, we are committed to guide each person to discover his or her own special talents and abilities. St. Rose of Lima School sets the foundation today for the challenges our students will face tomorrow and throughout life.

Religious Code

Students are expected to act in such a fashion that their behavior will reflect Christian attitudes, will show consideration for staff and fellow students, and create a harmonious atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations. To encourage this, religion is taught on a daily basis.

Liturgy

Students in grades K-6 attend daily mass once a week, as well as on Holy Days of Obligation. All students are required to attend.

Goals

St. Rose School will**:**

- ❖ Build a community of faith committed to realizing the fullest potential of each of its members.
- ❖ Provide a quality education to facilitate academic excellence, whereby each child is helped to develop to the fullest, the God-given potential present in their intellect, will, and heart.
- ❖ Prepare each student to make a successful transition into any junior high program.
- ❖ Encourage all whom it touches to develop a personal relationship with God and form a cognitive knowledge of the church.
- ❖ Create a strong value system which our students can apply to all aspects of their lives, now and in the future.
- ❖ Appreciate each individual as a child of God regardless of race, color or creed.
- ❖ Emphasize self-discipline and responsibility in making moral choices.
- ❖ Reach out to others with compassion and love.
- ❖ Provide for the development of social and environmental consciousness and Christian justice.
- ❖ Continue a development program to maximize the availability of resources for school programs and promote the efficient use of all resources.

Summary Statement of Relationship Parents, Students and Catholic Schools of the Diocese's Syracuse, New York

The following sets forth the nature, dynamics and character of the relationship between the School and its students and their parents. It will allow both students and parents to clearly understand their rights and obligations while attending the School and minimize the potential for misunderstanding in this regard. It is understood that by seeking enrollment in and attending the School, the applicant- student and his/her parents/guardians understand and agree to the following statements regarding the rights and obligations of students and parents, and this statement is an integral part of the School's enrollment contract.

To ensure a safe and appropriate educational environment, the student and his/her parents understand that students must obey the School's Code of Conduct, observe its rules and regulations, and perform the required academic work to result in appropriate academic progress while attending the School. It is also understood and agreed that the School's students attend the School at the School's invitation, and not pursuant to any right possessed by a student or the student's parent(s). Admission and continued enrollment at the School require students to behave consistent with the Code of Conduct, all of the School's other rules and regulations, and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, and relative to any off-campus behavior that negatively affects the School's operations or educational environment.

To protect its standards of academics, discipline and character, the School reserves the right to require a student's withdrawal at any time, for any reason deemed sufficient in the sole discretion of the School's administrators. Through their application to and enrollment in the School, all students and their parents/guardians acknowledge, agree, and concede that the School has this right. Moreover, by a student's enrollment in the School, he/she and his/her parents acknowledge the important obligations and restrictions contained in the School's Parent-Student Handbook and agree to be bound by its terms.

Students attending the School and their parents understand and agree that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at the School. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's Code of Conduct are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the School is

prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Students also acknowledge and agree that School officials have the right to search their person or property if they reasonably believe that the student may have violated a School rule, the School's Code of Conduct, or the law and the search may . The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the Student Handbook.

Each student and his or her parents or guardian, by their acceptance of enrollment at the School, agree they may not bring any civil action in any local state or federal court or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and their parents or guardians agree that any challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the Student Handbook may only be challenged or appealed within the hierarchy of the School and/or Diocese, subject to the limitations and processes contained within the Student handbook.

While any students or parent or guardian of a student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, the School emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by the School or Diocese. It is understood and agreed that school

administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The Student Handbook contains the School's Code of Conduct and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct or conduct that may result in disciplinary action.

The School is pleased to welcome you to the School community and looks forward to your participation in its academics and activities.

Family Covenant

The philosophy of the **St. Rose of Lima Catholic School** community is to proclaim the Gospel message of Jesus, educate the total child, guide students in the love and service of God and others, fit the uniqueness of each student so that they grow in a nurturing and loving environment, and integrate Catholic virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child(ren) at St. Rose of Lima School, parents/guardians become members of a school community — students, faculty, and staff — that recognizes its mission to build a Christ-like presence in our neighborhoods by instilling Christian values in our young men and women who will shape our future.

This membership obligates all of us to share in the responsibilities for the education of St. Rose of Lima School children by agreeing to the following:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership, and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child(ren).
- I (We) understand the importance of reviewing my child(ren)'s homework daily.
- I (We) support and work with the staff to ensure a good learning environment.
- I (We) agree to consider volunteering for a specific event(s)/project(s) within the school year.

This covenant is designed to implement the blessings of the Church-Family-School relationship. A successful Catholic school relies on a partnership between parents and the school. There is an expectation that parents are active participants in the education of St. Rose of Lima School students. The Catholic school fosters a faithful atmosphere through the interaction of students, parents, teachers, and support staff.

Superintendent's Message

Dear Students & Families,

While these recent words from Pope Leo XIV were intended for leaders of higher education-he speaks to us all as well, "As you continue to carry out the Church's evangelizing mission, it is my hope that students will always be able to find in your institutions the sound doctrine (cf 2 Tim 4:3) entrusted to the church that will serve as a true and lasting foundation not only for their lives, but for the future of the Nation." (3 June 2026)

It is with great excitement and joy that we welcome you to our school community! The Diocese of Syracuse has a long and proud history of faith-centered, academically excellent education that truly forms the entire child. We are eager to partner with you- the primary educators of your child- in working together to foster growth and learning. Please do not hesitate to reach out to the leadership of this school, or our office, if you need support at any time. Thank you for your partnership in faith as we walk together!

Amy Sansone, EdD
Superintendent of Schools

Principal's Message

Dear Students and Families,

Welcome to St. Rose of Lima Catholic School. You're receiving this Student/Family Handbook because students are most successful when they and their families know what to expect, understand school policies and procedures, and are involved members of the school community.

As you read through the pages of this handbook, we hope you will be enlightened by the information we seek to present about St. Rose of Lima Catholic School. The commitment of St. Rose Parish to educate its children is evident from its earliest history pages, our philosophy of education and our policies. All of these are important when you are looking at a school, but facts and figures are far from capturing what makes St. Rose of Lima School such a special place.

What we hope emerges from these pages is the spirit of people whose lives are energized with faith and love. The students who enter through our doors are loved into learning. The faith, the love, the self-discipline, and the respect that are taught to our students come from teachers and staff whose own lives are governed by gospel values.

All parents want what is best for their children. We believe we can help parents attain the best education for their children as we seek to educate both the mind and heart. The dreams that parents have for their children can be realized in an environment that is nurtured by values that touch the human heart. The community of St. Rose School and Parish invites and welcomes all people who seek what is good for family, church and nation.

Sincerely Yours in Christ,

Mary Crysler
Principal

The policies and procedures included in this St. Rose of Lima School handbook are intended to create a safe school environment that promotes spirituality, academic success, respect for others, and order. By registering at St. Rose of Lima School, students and their families agree to abide by this handbook, and parents agree to assist their children in following the school's policies and procedures.

This handbook is available on the school website, and parents can obtain a print copy in the Main Office. The Principal reserves the right to make changes to this handbook. Any changes will be communicated through the Principal’s Newsletter, the school website, and subsequent editions of the handbook.

School History

In 1952, Rev. Jeremiah W. McCarthy, Pastor of St. Rose of Lima Church, North Syracuse, established a Catechetical Center with four Sisters of St. Francis taking over the Catechetical instruction of the Parish children. Ground was broken for the new school on July 23, 1956. The Most Rev. Walter A. Foery, Bishop of the Syracuse Diocese, dedicated the new school on August 10, 1958. In September 1958, a beautiful new Parish school, St. Rose of Lima School was opened in North Syracuse. The structure was a two story building with 10 classrooms on the first floor and room for expansion of 11 classrooms on the second floor. Besides the classrooms, the new school included administration offices, a health office, and a radio communication unit.

When the school opened in 1958, with the Sisters of St. Francis leading and teaching in the school, it began with 6 classes - Grades 1 - 3, each grade having two classes, with a total enrollment of 274 pupils. Each year, thereafter, a grade was added until the 8 grades were completed.

Admissions Policy

The Catholic Schools of the Diocese of Syracuse commit themselves to a continued policy of no discrimination because of race, color, gender, national origin, an individual's disability or age. St. Rose of Lima School gives our Pre-K students and brothers and sisters of our students, the opportunity to register for Kindergarten or other grades, before our open enrollment. At our open enrollment (for all grades), St. Rose parishioners are considered first, then those from other Catholic parishes, and then those not affiliated with a Catholic Parish. Each year, we are hopeful that other parents will choose to join our St. Rose community because they are impressed by what is being taught here. Our Christian atmosphere is hopefully apparent to all, and our academic record speaks for itself.

Re-Admission Policy

Re-admission of students takes place in January this year. Current students enrolled will automatically be re-enrolled unless the school is otherwise informed that the student is not returning the next year.

Student Privacy

A request form for parents and legal guardians to examine their child's education records is available at the Main Office. The school requires at least 24 hours' notice for this request. Such records are kept confidential and may not be released or made available to persons other than parents/guardians or students (over 18 years old) without their written consent in certain circumstances. In this regard, the School generally follows the prescriptions of the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) ("FERPA"). The Principal or another authorized person must be present when records are viewed to provide necessary interpretation.

The school generally and voluntarily abides by the provisions of FERPA regarding the rights of non-custodial parents. In the absence of an order from a court or other authorized agency to the contrary, St. Rose of Lima School will provide the non-custodial parent with access to academic records and other school-related information about the child. If there is a court order specifying that no information should be given, it is the custodial parent's responsibility to provide the School with an official copy of that order.

Divorced or separated parents must file a court-certified copy of the custody section of their divorce or separation decree with the Principal's office. The school is not responsible to enforce or interpret custody and visitation orders, but will make reasonable efforts to help facilitate such orders, assuming it receives timely notice of such an order and its requirements.

Personnel Access to Student Records

The following personnel have access to student records without the previously noted consent:

- Professional personnel employed by the School, including independent contractors and their employees who provide services to the School
- School officials at an educational institution to which the student is transferring or seeking admission
- Authorized personnel of Diocesan or State Education Departments
- Those possessing a court order or subpoena, or in other circumstances in which distribution is permitted by FERPA without parental authorization.
- Individuals or entities to which a parent or guardian has authorized the School to

release student education records.

School Calendar / Hours (See next page)

St. Rose of Lima School 2026-2027 Calendar

SEPTEMBER

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	Th	F
1	2	3	4	5
9	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Sept.8	School Begins
Oct 1	Scheduled 2 hour delay
Oct. 9	½ Day-dismissal @11
Oct. 12	Columbus/Indigenous Peoples Day
Oct. 13	No School - PD Day
Nov. 3	No School - Election Day
Nov. 5	½ Day-dismissal @11
Nov. 6	½ Day-dismissal @11
Nov. 11	Veteran's Day No School
Nov. 20	Conferences
Nov. 25-27	Thanksgiving Recess
Dec. 24-Jan 1	Christmas Recess
Jan. 8	½ Day-dismissal @11

Jan. 18	Martin Luther King Jr. Day
Feb. 4	Scheduled 2 hour delay
Feb. 15-19	Mid-Winter Recess
Mar. 9	No School
Mar.19	No School - PD Day
March 25-29	Holy Week
April 12-16	Spring Break
May 21	½ Day-dismissal @11
May 31	No School - Memorial Day
June 11	½ Day-dismissal @11
June 18	No School-Juneteenth
June 25	Last day for students

SCHOOL CLOSED EARLY DISMISSAL @ 11:00AM 2 HOUR DELAY

Please click on the link below to see the events calendar for 2026 -2027 school year.

https://www.strosecny.org/test-page

School Hours

School begins each day with prayer at 8:30 AM. The school day ends at 2:30 PM.

Student Pick-up/Drop-Off

Front Lot Drop-Off/Pick-Up: Pre-K, K-Prep, Kindergarten, 1st, 2nd & 3rd Back Lot Drop-Off/Pick-Up: 4th, 5th & 6th Grade

Pick-Up/Drop-Off Times:
Pre-K & K-Prep: 7:30am-8:00am / 2:00pm-2:30pm
Kindergarten - 6th Grade: 8:00am-8:15am / 2:30pm-3:00pm

Each student will receive 2 car tags with the student's last name as well as their teacher's name, which are to be displayed in the window of the vehicle. The tag lets staff know the adult picking up is authorized to transport the student. Parents/guardians must drive in their designated line according to the grade of their child. Parents/guardians will need to abide by the staff members directing traffic. Parents must stay with their vehicle and their child will be brought to them. This procedure is in place to ensure the line moves fast and efficiently as well as for safety to all. Cars must not pull around other vehicles, whether the car ahead is loaded or waiting for a student. This behavior creates an unsafe environment for staff and students. Parents must not arrive before
their assigned pick up times, they must wait in a spot along South Bay Rd. in a parking spot or along the tree line until their student's pick up time. Parents of students with siblings, the front lot will be used for drop-off and pick-up. If you have pre-k and K-6 students, you will drop students off during the pre-k slot at 7:30am-8:00am and pick-up between 2:30-3:00. Parents are to wait to let their child out of the car until they pull up to the sidewalk so a staff member can escort them into the school safely. These rules must be followed to ensure the safety of students and staff members.

Dismissal

Parents must send a note with their child(ren) in the morning, each time a child is to deviate from their usual dismissal plan or to attend the aftercare program. If a child is to be picked up by a parent or other assigned person at dismissal time, the child must bring a note in the morning of each day, to be given to the teacher and the main office or send an email to the teacher or school office at stroseschool@syrdiocese.org. Telephone calls to the school office of a child's instructions at dismissal time must only be used in emergency situations.

Scheduling Activities (sports and other)

Saint Rose of Lima School recognizes the sanctity of Sunday worship and preserving the day for the family and for worship is our priority. Practices, games, and all other school-sponsored events are prohibited from being scheduled on Sunday, on or off campus.

During Holy Week, practices and competitions are prohibited from being scheduled during the duration of the Easter Triduum, including Holy Thursday evening, Good Friday, Holy Saturday; as well as Easter Sunday. These are the most sacred days of the liturgical year.

Visitors Policy

All parents and visitors must enter the School through its front doors, report to the Main Office, identify themselves, sign in, and wear a visitor's badge while in the building.

St. Rose has installed a security system for all of the entry points of the school. Access to the school will only be attained through a buzzer system and permission to enter the building. A speaker system is used for inquiry before anyone is granted access into the building. Upon admittance, at any time, parents are requested to sign in at the table in the lobby and asked to wear a visitor's badge. **Parents are not permitted to go to the classroom.** Visitors must sign out when leaving the building to ensure the staff is aware who is presently in the building at all times.

Any forgotten items should be dropped off at the Main Office. Parents may not deliver them directly to the child's classroom. Parents are welcome to visit a class in session

after making an appointment through the Main Office and with the Principal's approval. Teachers are unable to speak with parents during school hours when they have classroom responsibilities, as their primary obligation is to the children in their classroom and their safety. If you wish to speak with a teacher(s) or the Principal about your child, please send an email/note or call to schedule an appointment. Teachers will return your email/call within 24 hours.

Visits by parents, potential students, and tours are arranged through the Principal or designee. Please contact the Main Office to make an appointment.

General Parent Information

Communication with Parents

St. Rose communicates information to our families in a variety of ways, including but not limited to, quarterly newsletters, weekly updates from the principal, classroom teacher updates, school website, as well as other letters of information that are sent home throughout the year.

Safety Drills

Education Law 807 requires that NYS public and non-public schools conduct four lockdown and eight evacuation drills each school year. (September 1st to June 30th), with at least 8 of the required drills being conducted by December 31st of each school year. The school building has emergency response plans that include policies and procedures for response to emergency situations, such as those requiring evacuation, sheltering and lockdown.

School Pictures

School pictures are taken of the students each year, usually in the month of October. Purchase of a picture packet is strictly voluntary. The current company providing the service also creates a yearbook for purchase. A yearbook may also be purchased separately without buying a packet of pictures. If your child misses picture day or needs their picture retaken, there is a picture retake date that is scheduled at a later date.

Media Coverage

At times during the school year, the media, such as The Catholic Sun, comes to the school to report on activities at the school. In addition, the school will post pictures and videos to social media throughout the year of various activities during school days and special events. A form is included in the enrollment packet that a parent/guardian must sign, giving the option to accept or decline your child's participation in media coverage, including but not limited to, Facebook, school website, yearbook, newsletter. Per safe environment guidelines, no students' names are published with their pictures/videos.

Student Accident Insurance

All schools are required to participate in the Student Accident Insurance Program designed by the diocese. In September, each school is billed for this premium based on its total enrollment, including enrollment in any Pre-K programs housed in our school. However, the students' family health coverage is the primary coverage for health care and for accidents that occur in school. Any bills that are not paid may be submitted to the Student Accident Insurance carrier. Claim forms may be obtained in the school Health Office.

Telephone Calls

Teachers may not leave the classroom for phone calls. If you wish to contact a teacher, please write a note asking for an appointment, or call and leave a message with the main office. Per diocesean policy, teachers are not permitted to give out personal cell phone numbers. Texting and/or calling between teachers and parents/students is not permitted.

Parent Volunteers

Parents are welcome and encouraged to volunteer for school events and activities as needed. Anyone who wishes to hold a position of leadership at St. Rose must be a practicing Catholic as leadership roles fulfill a ministry within the school and all ministers of the faith must have an understanding of the Catholic faith.

Tuition Policy

Tuition and rates for the students are determined by St. Rose of Lima School and are subject to change from year to year. Tuition fees and rates are published on our website as well as in the application/enrollment packet. All tuition must be paid in accordance with the schedule contained in the tuition payment plan picked.

Tuition Assistance Program

A tuition assistance fund has been established by the diocese to aid families who are in financial need. Information regarding the application as well as available scholarships will be provided by the principal. The window to apply for financial aid is from November through February 15th for the following school year.

Tuition Non-Payment Policy

Families with a single payment delinquency will be notified by FACTS as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director, and Principal are also notified of this past due status. Families with balances more than 90 days past due will not be permitted to return to school until the outstanding balance is resolved. When necessary, the school will pursue every avenue to obtain tuition and before/after-school care payments, including collection agencies and legal options. We encourage you to talk to the Tuition Management Office and/or School Administration at any time if you're experiencing difficulties paying your tuition bill. Your situation will be reviewed with confidentiality and compassion, and a mutually agreeable settlement should be possible.

Continuing Enrollment for the Following School Year

Students with past due balances will not be allowed to begin the next school year until the outstanding balance is paid.

Transfers to Another Catholic School

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Syracuse until the past due amount is resolved.

School Closings

Our school follows the North Syracuse Public School District closing decisions. We will send a text message to our families announcing school closings, delays, and cancellation notices. However, this message should not be your sole source of information, as access to our computers may be delayed or disrupted due to weather. We also announce school closings and delays on social media and local TV stations. Please listen for your own particular school district's plan of action, if you do not reside in the North Syracuse School District.

If the school is closed early, due to inclement weather or other emergency situations, faculty and staff will follow the dismissal procedures indicated by parents on the "Information for Emergency Closing" form. This form must be submitted each school year. Please note, should school close early, calling parents/guardians for their individual student's plan cannot be an option. Emergency closing forms will be sent home at Parent Orientation.

Students attending our school often travel several miles, and weather conditions can vary dramatically from location to location. The decision to close or dismiss school early is made with the safety of our students and staff in mind. If school is scheduled to be open and you feel this decision puts your child at risk, you may choose to bring your child to school yourself or keep them home for the day. This absence will be recorded as an **unexcused absence**. If your child is unable to attend due to your home district being closed and not providing bus transportation, an **excused absence** will be recorded. You will still need to send in an excuse with your child as normal whenever they are absent from school.

Field Trips

Field trips are an integral part of the learning process and a privilege afforded to students. No student has an absolute right to attend a field trip. A student may be denied participation in a field trip if they fail to meet academic or behavior requirements. Signed permission forms must be submitted for authorization. Telephone calls will not be accepted in lieu of the proper form. Parents reserve the right to refuse to allow their child to participate in a field trip.

Lunch Procedures

Hot lunches are served daily in the school cafeteria to all students at no cost to the parents. St. Rose of Lima participates in the Community Eligibility Program through North Syracuse School District, thereby lunches and milk are served at no cost to families. If a child brings lunch from home, they are eligible to receive free milk with that lunch.

Transportation

Each public school district is required to transport children within local transportation guidelines, typically within a 15-mile radius (as the crow flies). Bus transportation must be requested by parents from their public school district of residence prior to April 1 for the following school year. Please contact your local transportation office with any questions or concerns. Bus schedules are published by each school district during August. Parents should contact their public school bus transportation department for any questions concerning bus scheduling. All students riding buses are expected to adhere to the rules of conduct pertaining to buses as published by their home district. Since we are concerned with the safety of all bus children, it's important that students maintain orderly conduct and follow the directions of the bus monitor or driver. Failure to comply may result in removal from the bus and/or termination of service for the disruptive child. Bus disciplinary decisions are made by local school districts. If a bus suspension occurs, parents are responsible for student transportation. Parents should encourage their children to obey the bus driver and rules. If anyone jeopardizes the safety of another because of misconduct, they will be asked to find another means of transportation. The following is expected of students riding the buses:

1.) Students are to remain in their seats while the bus is in motion
2.) No abusive language
3.) No fighting, pushing or tripping
4.) No harassment of other students
5.) Show respect to the bus driver

The following disciplinary action will be taken for students who violate the rules:

1.) Parent notification by letter if the child is reported by the driver
2.) Any action resulting in injury to another student will result in Immediate suspension of bus privileges for two days.

3.)Three misconduct slips will result in a suspension of bus privileges for a period of three days.

4.) Four misconduct slips will result in a suspension of bus privileges for a period of two weeks.

5.) Five misconduct slips will result in loss of bus privileges for the year.

A student **MUST PRESENT a WRITTEN, DATED note** if they are **NOT** to take the bus home on a certain day, with directions as to how they will get home. The main office will call to confirm these notes.

General Policies

Emergency Contacts

Only those persons names and phone numbers that have been provided to the school will be permitted to take the children from school. Persons on this list who are not personally known to the school or staff will be permitted to take the student(s) from school only after providing appropriate identification.

Health

If your child is to progress favorably in school, they should be strong and healthy so that they are able to attend school daily. However, it is not fair to your child or to the other children if they come to school when ill. We ask you to protect all concerned by keeping your child at home while ill. Help your child practice healthy hygiene habits, which we attempt to enforce in school.

If your child is sent home with a fever or vomiting, they may not return to school until they are symptom free for 24 hours, without fever reducing medication.

Our school nurse's hours are from 8:00am - 2:30 pm daily. The office will contact the parent who must come for the child within a timely manner.

Screening programs administered by the Health Office are: ❖

Vision checks (Kdg, 1st, 3rd & 5th)

- ❖ Hearing checks (Kdg, 1st, 3rd & 5th)
- ❖ Scoliosis exams (Girls - 5th Grade)

NYS requires children to be fully vaccinated unless medically exempt. The

following immunizations are required for school attendance:

- 3-4 doses of polio vaccine
- 3-5 doses of diphtheria vaccine
- 1-2 doses of measles, mumps, rubella vaccines
- 3 doses of Hepatitis B
- 1-2 doses chicken pox vaccine

Complete immunization records must be received by the school nurse no later than five calendar days from the start of school to avoid interruption of the student's educational process. Students who are entering sixth grade, and who are 11 years of age or older, must receive a Tdap immunization booster (tetanus, diphtheria and pertussis).

Accident Report

Whenever an injury occurs on school property or at a school activity, the adult in charge must complete the diocesan accident report form. One copy of the completed form is to be sent to the Diocesan Risk Management Office. It is pertinent that all sections of the report be completed. The report must be reviewed and signed by the principal and the designee per instructions on the report, and mailed within 48 hours. The original accident report is kept on file and copies made.

Accident-Sudden Illness

In cases of sudden illness or serious accident, the school nurse should notify the parent(s) and make arrangements for the student's care. At the beginning of the school year, parents must complete a form provided by the school indicating the names of persons (care substitutes) who would be available to be contacted in such an event that a parent is unavailable.

Medication

If it is necessary for the child to take medication during school hours, parents are to submit a written request with the medicine to the health office along with the physician's order indicating the frequency and dosage of the prescribed medication. STATE LAW REQUIRES THAT THE MEDICATION BE BROUGHT TO THE SCHOOL NURSE BY THE PARENT IN ITS ORIGINAL PRESCRIPTION BOTTLE WITH AN UPDATED LABEL ALONG WITH THE DOCTOR'S ORDER. This medication will be given

to the child by the school nurse. No child may keep medication on their person, unless it has been deemed a self-carry medication for emergencies.

Attendance

There is a direct correlation between a student's attendance and academic performance.

Pupils are expected to be in attendance every school day. We believe any absence from school is detrimental to a student and strongly discourage it. Children are **tardy** if they enter the school after **8:30 a.m.** Instances of tardiness and excused absence are part of your child's attendance record.

Absences

Regular attendance is essential to succeed in school. According to NYS Law. your child is required to attend school every day except for legally excused absences. When your child is absent for any reason, please contact the health office by phone or email at stroseschool@syrdiocese.org, providing the date, student's name, grade, and reason for absence. The Main Office will contact parents/guardians who fail to notify the school.

Students should bring a written excuse for any period of absence on the day they return to school. This written excuse should be dated, give the reason for and dates of absence, and be signed by the parent/guardian. Any absence without a written excuse is considered an unexcused absence. If your child has a prolonged illness of over 5 days, a doctor's note is required to return to school.

Excused Absences:

- Sickness
- Medical or Dental appointment
- Serious family illness
- Court
- Death of a family member or close friend
- Approved school-related program
- Religious
- Participation in a school-sponsored event

Unexcused Absences:

- Oversleeping
- Missing the school bus
- Weather-related (if school is open)
- Late ride
- Family vacation (not aligned with school calendar)
- Traffic
- Non-school trips

The student and/or parent is responsible for contacting teachers (upon return to school) to arrange to make up missed work.

Tardy Policy

We believe that arriving on time creates a respectful learning environment, builds a strong community, and ensures uninterrupted learning for everyone.

When students experience late arrival due to home district bus transportation, we understand the impact on their learning and will work collaboratively with them to ensure they have the necessary support to catch up.

We value every student's learning time. If a student arrives after the start of the school day, a note from a parent or guardian is required. This helps us partner together to address any challenges that may be impacting their timely arrival. Students who arrive after the starting time will be marked tardy. When tardy, a parent/guardian must walk the child/ren to the front door to sign them in as well as report to the main office or nurse's office so we can help them connect with their classroom. Repeated tardiness will result in a parent/teacher conference.

Attendance Interventions

The Principal will schedule meetings with the student and parent when attendance interferes with academic progress. Together, the group will formulate an attendance improvement plan. Consequences for unexcused absence/tardiness may result in additional disciplinary sanctions including suspension, probation, dismissal, and exclusion from co-curricular activities. The Principal may request a physician's note for cases of excessive absence.

Appointments

Please try and keep the school calendar in mind when it is necessary to make dental, eye, medical or other appointments. However, if it should be necessary that your child be excused from school early for any reason such as the above-mentioned situations, please notify the school via note or a phone call. The child will be excused from school when the parents come to pick up him/her. The parent/person picking up the child will be asked to show ID. The parent will be allowed to wait in the lobby of the school while the child is called down to be excused from school, but will not be allowed in the school.

Truancy

We value every student's presence in class. When a student is frequently late or absent without communication, it suggests they might need additional support. To better understand their needs and collaborate on solutions, we'll facilitate a conversation involving the student, their family, and school staff.

Vacations

Please refrain from scheduling family vacations while school is in session. An interruption in a student's instructional schedule can make it difficult for them to catch up. All vacations that do not follow the school calendar are considered **unexcused absences**. Your student will be expected to make up any work and tests assigned by the teacher during their absence. Please request missed work from the teacher upon return from the vacation. Work students will miss while on a vacation will not be provided prior to their absence. Students will be responsible for work missed upon their return. If your family will be out of town, necessitating an extended absence, please notify the school at least two weeks prior to the vacation.

Participation in After-School Activities

A student who is absent or goes home sick from school is not eligible to participate in after-school activities such as practices, special events, concerts, etc., on that day.

Psychological Services

Psychological services are designed to provide children, parents and school staff with consultation in a variety of areas. Individual school districts administer assessments when necessary.

Special Services

Special Services, which include resource, speech therapy, occupational therapy, and physical therapy will be conducted on site at St. Rose School by the academic intervention specialist or the North Syracuse School District. All IEP's and 504 plans must be received and reviewed by the principal before admission is granted to ensure appropriate services are available to meet the needs of the student.

Special Area Programs

As a part of our curriculum, we offer Art, Physical Education, Music, STEM,and Library classes. We also provide Academic Intervention Services (AIS) for students who need extra support for reading/math. St. Rose also has an ADA-PEP counselor two days a week. St. Rose offers an instrumental music program for students grades 3-6. Participating students will receive weekly instruction on a traditional band instrument (saxophone, flute, trumpet, clarinet, trombone, and snare drum). Advancing students will be given the opportunity to perform in concerts throughout the year.

After School Care

St. Rose offers an Extended Day Program to accommodate working parents. This program is offered to all students. We also provide a summer camp program. Please visit strosecny.org under the extended care tab for more information.

Academic Policy

Academic Policies

Parent-Teacher conferences are scheduled once a year in November/December for grades K-6 and are mandatory. We encourage parents to make inquiries regarding the progress of their children at any time. Parents are always welcome to schedule a meeting with your child's teacher at any time.

Testing Programs

New York State Assessments in math and ELA will be given annually to all students in grades 3, 4, 5 and 6. i-Ready Diagnostics are given three times a year to students in grades K through 6.

Textbooks & Workbooks

These materials are important for the students' use and should be treated with care. Contact paper should not be used to cover the textbooks, or tape of any kind on the text itself. All students should use backpacks for easier carrying purposes and to protect their books and supplies.

Report Cards

Grades K-6 use a quarterly grade marking system. Report cards are one important vehicle of communication between teachers and parents. Please refer to the school calendar and school communications for specific dates.

Report cards for students in grades K-6 will be distributed in the following months:

- November
- January
- April
- June

PK 3 and 4 year old students will receive a report card in January and June.

Student Transfer to Other Schools

Occasionally, parents/guardians decide to transfer a child to another school for a variety of reasons. When a change of school is anticipated, the following steps should be taken:

- The parent/guardian should contact the school administrator regarding the impending change to ensure proper placement in a new setting.
- Arrangements to transfer school records should be made with the principal.
- All student instructional material should be returned.
- Payment of any outstanding financial obligations should be made.
-

Transfer of Records

St. Rose of Lima School maintains confidential, accurate, and current records of the academic achievement, health, and attendance of each enrolled student. Upon leaving St. Rose of Lima School, a student's academic records are transferred to the new school upon written request from the parent.

Communication/Grievance Process

As a Catholic school community, we recognize parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care.

Parents/guardians who have questions about their child's education should begin with an individual classroom or specialized teacher. Parents/guardians wishing to schedule a conference should write a note to the appropriate teacher or call the Main Office during school hours. Spontaneous classroom visits are not allowed.

In keeping with the church's principle of subsidiarity, problems should be solved at the most direct level whenever possible. Thus, it would seem advisable that if persons have a problem with another individual they should go directly to the person before going to that person's superior. The rationale of this policy is to ensure discussion and resolution of problems at the level closest to the problem with an orderly process for resolution of parent-teacher concerns.

Step 1: In order to expeditiously resolve parental concerns, complaints or misunderstandings, parents/guardians are expected to schedule an appointment through the school with the student's teacher to discuss the matter in a private time when the teacher is free from her teaching duties

Step 2: If the matter is not satisfactorily resolved at the teacher level, parents may request an appointment with the school administrator at a time that is mutually convenient for both. Contact may be via phone call, email or an appointment for a visit to the school to conference with the administrator.

Step 3: If the parent/guardian resolution to the matter is not achieved at the teacher and administrator level, the Catholic School Office may be contacted for assistance.

Expectations for Student Success

We believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment.

As a Catholic school, St. Rose of Lima School emphasizes whole child development. Spiritual, intellectual, social, and physical growth are fostered. The school staff aims to see all children develop an ever-increasing awareness of their own self-worth and the worth of others, and a reverence for each person. The school environment attempts to emphasize the need for an increasing sense of responsibility and self-discipline, rather than imposed control, on the part of students. Justice and charity are the two guiding virtues. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Commitment to a Safe and Supportive Environment

Saint Rose of Lima School is dedicated to fostering a respectful, inclusive, and supportive community where the dignity of every individual is honored and protected, consistent with our Catholic values.

We maintain a zero-tolerance approach to any behavior that interferes with a student's right to feel safe and respected. These behaviors include, but are not limited to harassment, bullying, discrimination, or intimidation against any student, staff member, or family. Such behavior is prohibited on school property, at school functions, and off-campus where it substantially disrupts the school environment or impinges on the rights of others.

We are committed to providing educational resources that promote empathy, responsible conduct, and positive digital citizenship. All staff, students, and families share the responsibility for upholding this standard and are expected to immediately report any instances of such behavior to school personnel. By working together, we ensure that Saint Rose of Lima School remains a nurturing and secure place for all children to grow spiritually, intellectually, and socially.

All students at St. Rose of Lima School are expected to:

I. Conduct and Respect (Behavioral Expectations)

- **General Respect and Courtesy:**
    - Treat everyone with courtesy and respect.
    - Greet and respond to everyone in a polite manner.
    - Be considerate of the needs of others.
    - Demonstrate respect for teachers, staff, and peers.

    - Treat self and others with respect and kindness.
    - Celebrate the unique gifts and talents of each person, recognizing them as made in God's image.
- **School Environment:**
    - Demonstrate Catholic values in speech and action.
    - Conduct themselves in a manner that does not interfere with the learning environment.
    - Participate and contribute in a positive manner in the classroom and the school environment throughout the school day.
    - Comply with all policies, rules, and regulations as specified or implied in this handbook, including the uniform policy.
    - Accept responsibility for their own actions.

II. Academic Integrity and Responsibility (Learning Expectations)

- **Academic Honesty:**
    - Complete all work honestly and ethically.
    - Avoid cheating, plagiarism, and other forms of academic dishonesty.
    - Respect intellectual property.
- **Responsibility and Engagement:**
    - Take responsibility for their own learning and behavior.
    - Take responsibility for the completion of assigned work both inside and outside of class.
    - Maintain good attendance and arrive at school and classes on time.
    - Engage actively in class discussions and activities.
    - Ask thoughtful questions and seek clarification.
    - Engage in respectful and productive discussions.
    - Listen actively and attentively to others.
    - Collaborate effectively with peers.

III. Intellectual Growth and Learning Habits (Personal Development)

- **Curiosity and Growth Mindset:**
    - Demonstrate a desire to learn and explore new ideas.
    - Show a willingness to take on intellectual challenges.
    - Embrace challenges and view mistakes as learning opportunities.
    - Persevere through difficulties and maintain a positive attitude.

IV. Technology and Digital Citizenship (Digital Expectations)

- **Responsible Technology Use:**
  - Use technology effectively and ethically.
  - Practice safe and responsible online behavior.
  - Understand and respect digital privacy.
  - Utilize technology tools to promote positive communication and support the school's commitment to a respectful community.
  - Refrain from using technology to engage in or encourage cyberbullying, harassment, or discrimination toward any member of the school community.

A. Definitions for a Respectful Environment

We define the following terms to ensure a clear understanding of the conduct we actively prevent and prohibit.

- **Harassment and Bullying:** These mean the creation of a hostile environment by conduct or by threats, intimidation, or abuse (including cyberbullying) that:
  1. Unreasonably and substantially interferes with a student's educational performance, opportunities, benefits, or mental, emotional, or physical well-being.
  2. Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.
  3. Occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment.
- **Cyberbullying:** Harassment or bullying that occurs through any form of electronic communication (e.g., text, email, social media), even if the conduct occurs off school property, against another school student.

B. Incident Reporting and Response

Saint Rose of Lima School is committed to responding promptly and effectively to all reports of harassment or bullying.

1. Reporting Incidents

- **Prompt Employee Reporting:** Any school employee who witnesses bullying or harassment, or receives an oral or written report of such conduct, must notify

the Principal or Head of School (or their designee) orally not later than one school day after the incident/report. A written report must follow promptly, typically within two school days.

- **Student and Family Reporting:** Students, parents, and family members are strongly encouraged to report any witnessed or experienced incidents of harassment, bullying, or retaliation immediately to a staff member, teacher, counselor, or the Principal. Formal written reporting forms are available in the main office and on the school website.
- **Protection Against Retaliation:** The school strictly prohibits retaliation against any person who reports an incident or who assists in an investigation. Retaliation will be treated as a serious violation of this policy.

2. Investigation and Documentation

- **Prompt Investigation:** Upon receiving a report, the Principal or Head of School (or designee) will promptly investigate the matter to gather all relevant facts and determine if a violation occurred. The investigation will be thorough, impartial, and confidential to the extent possible.
- **Action Plan:** The investigator will communicate their findings and take immediate steps and appropriate follow-up action reasonably calculated to ensure the prohibited conduct has stopped and to ensure the safety and well-being of all students, including those who could be subject to retaliation.
- **Documentation:** All steps of the process—including the initial report, investigation findings, actions taken, and follow-up—will be thoroughly documented to maintain a complete record.

C. Age-Appropriate Notification of Outcomes

We are committed to communicating findings with the victim and their family in a manner that is supportive and appropriate for the student's age and developmental stage.

Student Level	Recipient of Communication	Notification Process
Elementary School (Ages 5-11)	Parents/Guardians	The Principal or a designated staff member will communicate the investigation's final outcome and the steps taken to ensure the student's safety directly to the parents/guardians. The notification will focus on the safety plan and assurance that the conduct has stopped.
Middle/High School (Ages 12-18)	Student and Parents/Guardians	The student will receive a notification, with parents/guardians included, about the investigation's final outcome. The communication will confirm that the conduct has ceased and will detail the remedial action taken to protect the student, while respecting the confidentiality of the student who engaged in the bullying/harassment.

Confidentiality: To protect the privacy rights of all students involved, the specific disciplinary consequences imposed on the student who engaged in the misconduct will not be shared with the victim or their family. The notification will focus on the finding (whether a violation occurred) and the remedial actions taken to protect the victim.

Harassment/Bullying Incident Flowchart

This chart outlines the steps for reporting and responding to incidents to ensure a safe and supportive environment for all students at Saint Rose of Lima School

Step	Action and Responsibility	Timeline (NYS Requirement)	Focus
1. Incident Occurs/ Observed	A student, parent, or staff member witnesses or is informed of an act of bullying, harassment, or discrimination.	Immediate	Safety & Care: Check on the well-being of the victim.
2. Immediate Report to School Personnel	The reporter (any person) verbally notifies a teacher, staff member, counselor, or the Principal/Head of School.	Immediately	Prompt Alert: Ensure the administration is aware to initiate next steps.
3. Employee Written Report	The school employee who received the verbal report files a written incident report (using the school's form).	Not later than two school days after the original verbal report.	Documentation: Create a formal, documented record of the report.
4. Investigation Initiated	The Principal/Head of School (or designated investigator) receives the report and promptly initiates a thorough, impartial investigation.	Promptly	Fact-Finding: Interview all parties (victim, alleged perpetrator, witnesses) separately and confidentially.
5. Determination & Action	The investigator determines if the reported conduct constitutes a violation of the Harassment/Bullying policy. Remedial action and/or discipline are implemented.	Dependent on complexity; must be completed promptly	Resolution & Safety Plan: Stop the prohibited conduct and protect the victim from further incidents or retaliation.
6. Notification of Outcome	The Principal/Head of School (or designee) notifies the victim and their family about the outcome of the investigation.	Following the completion of the investigation	Assurance & Support: Inform the victim that the matter is resolved and that steps have been taken to ensure their safety.
7. Documentation & Filing	All forms, evidence, investigation notes, and outcome reports are officially filed in a central school location (not the student's permanent record).	Immediately upon conclusion	Compliance: Maintain records as required by state law.

St. Rose of Lima School is a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students to develop the spiritual dimension of their lives, high moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community and concern for the common good.

Bill of Rights and Responsibilities

Students Rights-Regardless of race, sex, color, national origin, all students have the right to:

1.) A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2.) The guidance of understanding teachers, counselors, and other school staff.
3.) An education that offers students the opportunity for inquiry and development.
4.) Constructive discipline for the development of good character, conduct and habits.
5.) Personal security while on property associated with the school and at school functions.
6.) An educational climate where the wellbeing of students is of primary concern.
7.) An educational staff that provides a positive role model for student development.
8.) Guidance in choosing a career or college as appropriate
9.) Wholesome extracurricular activities, unless such activities are denied the student as set forth below.
10.) Appropriate education and/or remediation to serve special needs within the limits of the schools program, consistent with the students individual educational plan.
11.) Consideration as an individual within the education environment
12.) The opportunity to approach teachers and administrators with reasonable requests and questions concerning their education

Student Responsibility

All students have the responsibility to:

1.) Take full advantage of the opportunities for spiritual and academic growth provided by the school

2.) Treat others with the dignity and respect they deserve as children of God
3.) Comply with the provisions of the Code while on school property and at school functions
4.) Grow in character and knowledge as they grow in ability
5.) Be honest with themselves and others
6.) Show respect for fellow students, teachers, and school staff
7.) Set a positive example so that others may enjoy and profit from their company
8.) Perform all assignments to the best of their ability
9.) Consider their education as preparation for the future
10.) Obey all school rules and regulations
11.) Respect public, private, and school property
12.) Attend school regularly and punctually
13.) Develop high moral standards and the courage to live by them
14.) Strive for mutually respectful relationships with teachers and comply with reasonable requests by teachers and administrators
15.) Develop opinions and values that will make them an asset to the school community

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Statement on the School's Philosophy about Safe and Ethical Generative Al Use

St. Rose of Lima School believes in embracing the powerful capabilities of generative artificial intelligence (Al) tools in a manner that is ethical, safe, and aligned with our educational values. Students are expected to recognize that generative Al has the potential to augment human intelligence and creativity in remarkable ways. However, students will learn to understand the risks of misuse, including the potential for generating misinformation, violating intellectual property rights, and amplifying societal biases and harms. Students will learn to recognize that generative Al tools like language models and image generators can be powerful aids for learning across all disciplines.
However, it's important to use these tools ethically and safely. When using Al,it’s important to be mindful that outputs can contain inaccurate information, biases, or inappropriate content. As a result, when using Al all students are responsible to:

- Defer to their classroom teacher's directions about appropriate use of Al.
- Double-check important facts from authoritative sources.

- Never use AI tools to produce hate speech, misinformation, or to violate others' intellectual property rights or privacy.
- Attribute any material (text, images, etc.) derived from AI appropriately.
- Use critical thinking when interacting with AI, and do not blindly trust all information AI generates.
- Not humanize AI by attributing human behaviors or characteristics to it.
- Follow the "Ground Rules for Using AI" document.

Ultimately, students are responsible for the ethical use of these tools and the integrity of your work. Students who violate the acceptable use policy or rules specific to plagiarism will be subject to disciplinary consequences. If you have any concerns, consult a teacher or trusted adult for guidance.

Ground Rules for Using AI

1. Understand AI's Role: AI is a tool to assist in learning, not a replacement for critical thinking or personal effort. Students should use AI to enhance their learning process and not rely on it to do their work for them.
2. Respect Academic Integrity: AI should not be used to cheat, plagiarize, or produce work that students pass off as their own. Students must always give credit when AI assists in generating content or ideas.
3. Be Transparent: If students use AI in any part of their schoolwork, they should disclose how they used it. This includes specifying if AI was used for brainstorming, writing, problem-solving, or any other assistance.
4. Maintain Privacy: Avoid sharing personal, sensitive, or identifiable information with AI tools, as these tools may not guarantee data privacy.
5. Verify Information: AI-generated content should be fact-checked and verified against reliable sources. Students should develop the habit of questioning and validating the information AI provides.
6. Use Age-Appropriate Tools: Ensure that the AI tools used are suitable for educational purposes and appropriate for the students' age group. Always follow age restrictions and link your @mtlstudents.net account to AI tools for official school work.
7. Use AI Ethically: Know that there are many ethical implications of AI, including biases, limitations, and the overall impact of AI on society. Any issues that you encounter while interacting with an AI tool should be brought to the attention of your teacher, counselor, or unit principal.
8. Follow School Policies: Adhere to the Acceptable Use Policy regarding the use of technology and AI in the classroom.
9. Follow Classroom Policies: Each teacher has the freedom to set rules around the use of AI in their classroom. These rules will vary from assignment to assignment and from teacher to teacher. If students are uncertain about how to use AI appropriately or if its use is acceptable, they should ask their teacher for clarification.

10. Do Not Humanize: Remember, AI and Chatbots are not humans; they do not have feelings, consciousness, or desires. Do not attribute human characteristics to AI systems. In addition, avoid emotional attribution and be mindful of the relationships formed with them.

Diocese of Syracuse Catholic Schools Student Technology Use Policy

Introduction

Grounded in the Catholic Church's view of technology as a gift (Aetatis Novae, #2), the Diocese of Syracuse Catholic Schools embraces technology to enhance learning in alignment with Church teachings, safety, and legal requirements. This policy governs all student use of devices (school-owned and personal), internet access, and related services within school settings and at school events. Violations may result in disciplinary action.

Definitions

1. **Acceptable Use Policy (AUP):** This policy governing the use of internet services and devices on school premises and at school events.
2. **Catholic School Office (CSO):** The administrative office of the Diocese of Syracuse Catholic Schools.
3. **Code of Conduct:** Each local school's established behavioral guidelines.
4. **Digital Devices:** Any hardware or software used for electronic data creation, receipt, storage, transmission, or manipulation. This includes computers, laptops, tablets, smartphones, wearables, network systems, and related peripherals and applications.
5. **Diocese:** The Roman Catholic Diocese of Syracuse, New York.
6. **Diocesan/School Resources:** Any technology-related property or service owned or provided by the Diocese or local schools, including devices, networks, internet access, email, cloud storage, and software platforms.
7. **Educational Purpose:** Technology use directly related to the school's curriculum, extracurricular activities, or administration.
8. **Electronic Communication:** Any digital transmission of information, including email, messaging apps, online forums, social media, file sharing, and web content.
9. **Internet/Network:** The global network of interconnected computer networks, including school-based (intranet/Wi-Fi) and external access.
10. **Local School:** Any Catholic school affiliated with the Diocese.
11. **School Policy:** Any official rule or guideline issued by the CSO or a local school, including the Code of Conduct.

12. **School Event:** Any school-sponsored or endorsed activity, regardless of location or supervision.
13. **School Property:** Any physical or digital asset belonging to the Diocese or its schools.
14. **Harassment (including Sexual Harassment):** Any offensive behavior (verbal, written, visual, physical, or digital) that creates a hostile environment, consistent with the Diocese of Syracuse Catholic Schools Office's Harassment Policy.
15. **Student:** Any individual enrolled in a Diocesan school.

Acceptable Use Terms

Student use of all technology resources is contingent upon adherence to this AUP, school policies, and all applicable laws.

Specific Terms:

1. Students are responsible for all activity associated with their assigned accounts and must protect their login credentials.
2. School-provided technology is to be used solely for educational purposes.
3. Technology use on school property or at school events, regardless of ownership, must be aligned with the Expectations for Student Success.
4. Technology access is a privilege that may be revoked at any time by the school principal without prior notice or process.
5. Students are prohibited from using another individual's accounts, creating fake accounts or attempting unauthorized access to any system.
6. Students shall not alter system configurations or assigned passwords without explicit permission.
7. Use of personally owned digital devices during the school day, on school property is prohibited unless specifically authorized in writing by the principal.
8. Technology shall not be used in any way that is inconsistent with Church teachings or school policies, including but not limited to:
    - Accessing, viewing, transmitting, or storing inappropriate, offensive, or illegal content (e.g., sexually explicit material, hate speech, illegal activities).
    - Using disrespectful, abusive, or objectionable language in any communication.
    - Engaging in harassment, sexual harassment, cyberbullying, or attacks on others.
    - Unauthorized access, use, or damage to any technology resources or accounts.
    - Wasting limited resources (e.g., excessive bandwidth, printing).
    - Commercial or political activities unrelated to schoolwork, or any activity violating laws.
    - Creating or using fake accounts of any kind.
9. All school-provided technology remains the property of the school and/or Diocese. Students have no expectation of privacy regarding its use.

10. The Diocese, CSO, or local school reserves the right to access, monitor, review, download, print, copy, and delete any material on or transmitted through their technology resources at any time, without cause or notice. This information may be shared with law enforcement or other authorities as deemed appropriate.
11. By acknowledging receipt of the Student Handbook, parents/guardians and students acknowledge that there is no right to privacy, exclusive possession, or access to school technology resources and waive any such rights.
12. Upon suspension or termination of technology privileges, students must immediately return any school-provided equipment and access information.
13. Students must grant immediate access to any school-provided technology upon request.

Consequences and Penalties for Violation of AUP

Consequences for violating this AUP will be determined by the principal, consistent with this policy and the school's Code of Conduct. Examples include, but are not limited to:

1. Parental notification and conference.
2. Penalties outlined in the school's Code of Conduct (e.g., loss of privileges, detention, suspension, expulsion).
3. Requirement to reimburse for damages to technology or property.
4. Legal action to recover damages.
5. Loss of technology access and use privileges (with potential for supervised reinstatement).
6. Notification of law enforcement agencies when criminal activity is suspected, in consultation with the CSO.

The Catholic Schools of the Diocese of Syracuse Student Technology Use Agreement

1. I have read and understand the "DIOCESE OF SYRACUSE CATHOLIC SCHOOLS STUDENT TECHNOLOGY USE POLICY (2025)."
2. I agree to abide by the terms of this policy and understand that I will be held accountable for any violations.
3. I understand that all technology access provided by the school is for educational purposes only.
4. As a user of the school network, I agree to comply with all school rules, policies, and applicable laws and to use the network responsibly.

Parent/Guardian Agreement

As the parent/guardian of the student, I grant permission for my child to access school technology resources, including internet and network services. I understand that my child may

be held liable for violations of the Technology Use Policy and/or applicable laws. I also understand that while the school takes precautions, some online content may be inappropriate, and I accept responsibility for guiding my child's technology use and setting expectations for selecting, sharing, and exploring information and media. I agree to discuss this policy with my child and ensure they understand its terms. I understand and accept that my child's technology access may be revoked for any breach of this policy.

Cell Phone Policy

Cell Phones

We prefer students to leave cell phones at home. If brought to school, they must be turned off and stay in backpacks during school hours, as well as during the aftercare program hours. Cell phones out of backpacks or used during the day will be taken and returned to the parent. Calling and/or texting during school hours, including aftercare, is not permitted. Students should be prepared for their school day prior to coming to school. Children should not be asking to use the telephone because of forgotten assignments, gym clothes, lunch, etc. If parents need to reach their child during the school day, the parent must call or email the school office.

Dress Code Policy

Dress Code for PK 4, K-Prep & Kindergarten Girls (any of the following outfits are permitted)

- Plaid jumper & white button down uniform blouse with rounded collar. (Black, gray,
  or white leggings may be worn **under** the jumper in cold weather but must be full
  length.) Polo shirts are not permitted under the jumper.

- Shirts & pants: long or short sleeved polo in black, gray, or white with rose logo or white button down uniform blouse with rounded collar and black or khaki dress pants. Stretchy pants and/or leggings are not permitted to be worn as uniform pants. Leggings (not pants) may only be worn **under** the jumper in cold weather. Leggings and pants are not permitted under the skort.

- Polo shirts & skorts: Skorts may be worn in all months of the year. Skorts must be black or khaki and may be worn with short sleeve or long sleeve polo with rose logo in white, black, or gray, or short sleeved button down white uniform blouse with rounded collar.

- Cardigan sweaters in black, gray, or white may be worn. Optional: black 1/4 zip with St. Rose logo may be worn with the dress uniform.

- Shoes: dress shoes must be worn except on gym days. Shoes must be closed toe/no heels. Vans and Hey Dude styles are not permitted. Jelly and Croc shoes/sneakers are not permitted.

- Headbands that match the colors of and compliment the dress or gym uniforms may be worn. Themed headbands may only be worn on special theme or dress down days.

- Belts are **not** required for PK, K-Prep, or Kindergarten students.

- Gym uniform: black gym shirt with St. Rose of Lima logo, black shorts, black crew sweatshirt with St. Rose logo, and black sweatpants. Legging may **not** be worn as gym pants. Sneakers must be worn on gym days.

DRESS CODE FOR GIRLS GRADES 1-6

- Plaid jumper with white button down uniform blouse with rounded collar long or short sleeved. Polos are not permitted under the jumper. (Black, gray, or white leggings may be worn **under** the jumper in cold weather only, no flare, and must be full length.)

- Plaid, black or khaki skirts: No shorter than two inches above the knee with white button down uniform blouse with rounded collar long or short sleeved. Polos are not permitted with the skirt.

- Shirts & pants: long or short sleeved polo in black, gray, or white with rose logo and black or khaki dress pants. Stretchy pants and/or leggings are not permitted to be worn as uniformpants. Leggings (not pants) may only be worn

under the jumper in cold weather. Leggings and pants are not permitted under the skort.

- Polo shirts & skorts: Skorts may be worn in all months of the year. Skorts must be black or khaki and may be worn with short sleeve or long sleeve polo with rose logo in white, black, or gray, or short sleeved button down white uniform blouse with rounded collar.

- Cardigan sweaters in black, gray, or white may be worn. Optional: black 1/4 zip with St. Rose logo may be worn with the dress uniform.

- Belts must be worn with dress pants and shirts tucked in.

- Shoes: dress shoes must be worn except on gym days. Shoes must be closed toe/no heels. Vans and Hey Dude style shoes are not permitted. Jelly and Croc type shoes/sneakers are not permitted.

- Socks: black, gray, or white knee socks, ankle socks, or tights may be worn. No show socks are not permitted.

- Headbands that match the colors of and compliment the dress and gym uniforms may be worn. Themed headbands may only be worn on special theme or dress down days.

- Gym uniform-black gym shirt with St. Rose of Lima logo, black shorts, black crew sweatshirt with St. Rose logo, and black sweatpants. Leggings may **no**t be worn as gym pants. Sneakers must be worn on gym days.

THE FOLLOWING ARE NOT PERMITTED FOR THE GIRLS PK-6:

- No make-up or lip gloss; nail polish must be clear, no fake nails.

- Stud earrings are acceptable; dangling or hoop earrings are **not** permitted.

- No jewelry other than a regular watch (smart watches or watches that take pictures/record are not permitted) or religious medal are permitted.

- Undershirts or camis may not hang below the uniform shirt.
- Spirit wear may not be worn on regular uniform days.
- Vans, Hey Dude, Jelly, and Croc style shoes/sneakers are not permitted.

HAIRSTYLES FOR THE GIRLS

- Hair that is dyed/colored/bleached any color that is not the natural hair color of the child is not permitted.
- Artificial pieces of hair professionally attached or clipped in are not permitted.
- Haircuts that involve shaved sections, lines, or words are not permitted.

DRESS CODE FOR PK 4, K-PREP , & KINDERGARTEN BOYS

- Pants & Shirts: black or khaki dress pants with short or long sleeved polo with rose logo in black, gray, or white. Cargo pants with pockets on the sides or jogger pants with elastic bottoms are not permitted.
- Pants & Shirts: black or khaki dress pants with long sleeved oxford style button down shirt in black, gray, or white. Ties must be worn with the oxfords. Black, gray, or maroon plaid regular or bow ties may be worn. Cargo pants with pockets on the sides or jogger pants with elastic bottoms are not permitted.
- Warm weather uniform (optional): black or khaki dress shorts with short sleeved polo with rose logo in black, gray, or white. Warm weather uniforms may be worn in September, October, May, and June.
- Sweaters: black, gray, or white solid sweater or sweater vest may be worn. Optional: black 1/4 zip with St. Rose logo may be worn over the dress uniform.
- Socks: black, gray, or white ankle or crew socks. No show socks are not permitted.
- Shoes: dress shoes must be worn except for gym days. Vans and Hey Dude

style shoes are not permitted. Croc shoes and sneakers are not permitted.

- Belts are **not** required for PK, K-Prep, and Kindergarten students.

- Gym uniform: black gym shirt with St. Rose of Lima logo, black shorts, black crew sweatshirt with St. Rose logo, and black sweatpants. Sneakers are required on gym days.

DRESS CODE FOR BOYS GRADES 1-6

- Pants & Shirts: black or khaki dress pants with short or long sleeved polo with rose logo in black, gray, or white. Cargo pants with pockets on the sides or jogger pants with elastic bottoms are not permitted.

- Pants & Shirts: black or khaki dress pants with long sleeved oxford style button down shirt in black, gray, or white with a black, gray, or maroon/gray/white plaid long tie or bow tie. Cargo pants with pockets on the sides or jogger pants with elastic bottoms are not permitted.

- Warm weather uniform (optional): black or khaki dress shorts with short sleeved polo with rose logo in black, gray, or white. Warm weather uniforms may be worn in September, October, May, and June.

- Sweaters: black, gray, or white solid sweater or sweater vest may be worn. Optional: black 1/4 zip with St. Rose logo may be worn with the dress uniform.

- Belts must be worn with dress pants and shirts tucked in.

- Socks: black, gray, or white ankle or crew socks. No show socks are not permitted.

- Shoes: dress shoes must be worn except for gym days.

- Gym uniform: black gym shirt with St. Rose of Lima logo, black shorts, black crew sweatshirt with St. Rose logo, and black sweatpants. Sneakers are required on gym days. Croc sneakers are not permitted.

- Optional: For grades 3-6 -boys may wear the blazer with the St. Rose logo (Tommy Hilfiger)

THE FOLLOWING ARE NOT PERMITTED FOR THE BOYS

- No jewelry other than a regular watch (smart watches or watches that take pictures/record are not permitted) or religious medal.
- Spirit wear may not be worn on regular uniform days.
- Vans and Hey Dude style shoes are not permitted. Croc sneakers/shoes are not permitted.

HAIRSTYLES

- Hairstyles for the boys must be above the collar in length and not in their eyes.
- Crew or brush cuts are acceptable.
- Haircuts that are fad or trendy in nature (spiked/mohawks, etc) are not permitted.
- Tails, shaved lines/words, dyed/colored colors that are not the child's natural color are not permitted.

Drug and Alcohol Policy

St. Rose of Lima School is committed to maintaining a safe and healthy environment for all students. Students may face **expulsion** if any of the following conditions exist during school hours or at any school-sponsored event:

- A student sells, gives, or deals drugs or alcohol to other students.
- A student is under the influence of drugs or alcohol.
- A student is detected using drugs or alcohol.
- A student is in possession of drugs or alcohol.

Should any of these infractions occur, parents/guardians will be notified immediately. A conference will be arranged with the student, parent/guardian, and administration. Disciplinary action will be taken, which may include probation, suspension, expulsion, or reporting the activity to the local police department. If necessary, counseling will also be arranged.

Parents or family members who come to school grounds or a school event in possession of, or attempt to sell, or are under the influence of alcohol or drugs will be reported to the local police. Such actions may also result in the revocation of the student(s)' enrollment at the school.

Smoking

All schools and school grounds are smoke-free by law. This regulation includes the use of tobacco products and any vapor products.

Ensuring School Safety

Prohibited items on School Property

A **weapon** is any object or substance, regardless of its intended use outside of school, that can or is intended to be used to:

1. Inflict Bodily Harm: Cause physical injury, pain, or death of another person.
2. Threaten or Intimidate: Create a reasonable fear in another person of immediate or future physical harm.
3. Damage Property: Destroy or deface school or personal property.
4. Seriously Disrupt the Educational Environment.
5. Weapons can include traditional weapons, improvised weapons, and look-a-like or toy weapons.

Gun-Free School Policy

St. Rose of Lima School, as a Catholic school within the Diocese of Syracuse, aligns its policy on firearms with the federal Gun-Free Schools Act of 1994. Any school pupil determined to have brought a weapon to school will be **expelled** and will not be permitted to attend any diocesan school.

Addressing Infractions: Our Approach

When expectations are not met, it is considered an infraction. The overall goal of working with students and their families when an infraction occurs is to help the student make better choices in the future.

Responses to Infractions

The school employs a range of responses to address infractions, including:

- Redirection by teacher/staff
- Verbal warning
- Written warning
- Communication with parents
- Behavior Plan
- Loss of Privileges (e.g., choice of seating, eating lunch with peers, recess choice, early dismissal, late arrival, student parking, honors pass, free periods, choice of where to move through hallways, cell phone on person)
- After-School Detention
- Suspension
- Written and/or verbal apology
- Redo of assigned work
- Expulsion
- Contacting Law Enforcement

Range of School Responses

The Principal has the right and authority to implement school responses for infractions if they conclude that the student's behavior is harmful to the good order and discipline of the school and its religious mission. The Principal is the final authority in all disciplinary situations.

General Disciplinary Guidelines

Pre-K – Grade 12

The classroom teacher is the primary in-school disciplinarian. They will work directly with the student to reinforce and support expected behaviors. Written communication and/or a telephone call to the home will facilitate communication between the teacher and parents. The teacher will consult with the Principal regarding matters that warrant further attention.

Grades 3 – 12

To maintain consistency across all classrooms at this level, the following procedures apply when a student continues to not meet expectations after the teacher has worked with the student and family to improve the situation. Further infractions will result in a referral to the Principal/Assistant Principal, and the following plan of action will be invoked:

- After the **third infraction** for not meeting the same expectation, a meeting will be scheduled with the Principal, teacher, parents, and student to create an action/behavior plan designed to guide the student toward better choices in the future.
- All subsequent infractions will be communicated to the Principal, who will address the situation with the parents and assign further responses to the infractions.

If a student is unable to transition from externally imposed discipline to self-discipline, the Principal will exercise authority in deciding what is best for all concerned: the school, the student, and the family.

Suspension

When a student continuously disregards school expectations, short-term suspension may result. Parents/guardians will be notified of the charged offenses and given the opportunity to meet with the Principal or the Principal's designee regarding the suspension.

During a suspension, the student may be in school or out of school during regular hours. If in-school, academic studies will be pursued in a setting isolated from the

classroom. All instructional work during the time of suspension must be completed, and all privileges will be lost.

Out-of-school suspension will be implemented only after other measures have proven ineffective and further parent/guardian communication has taken place or where the conduct in question is of such a nature that, in the Principal's sole discretion, it is deemed likely that the student's continued attendance constitutes a danger to the student, to others, to school property, or of a disruption of the educational process. In keeping with due process, suspended students will be granted a conference with the Principal, with reasonable notice, at which the student may present his/her response to the charged infractions and/or appropriate penalty.

If a marked improvement, specifically a positive behavioral change, fails to occur, expulsion may be imminent.

Expulsion

The expulsion of a child from a Catholic school is a serious matter decided by the Principal in consultation with the Pastor and the Catholic School Office. Parents/guardians will be informed of the events leading to the expulsion.

Search and Seizure

School authorities may conduct a search of a student’s locker, backpacks, bags, or personal items only when there is sufficient cause to believe that drugs, alcohol, weapons, or other prohibited materials are hidden. Any search must be conducted in the presence of another staff member.

Safe Environment: Our Commitment to a Safe and Respectful School Community

At St. Rose of Lima School, the safety and well-being of our students are always our top priority. This means we have clear procedures in place to address any concerns about student safety and respectful interactions.

When there is a basis for a reasonable suspicion that a child has been the victim of child abuse or maltreatment, School personnel will contact the State Central Registry

through the Child Abuse Hotline to report the matter and, where there is a basis to suspect that a child is in imminent danger of abuse or maltreatment, they will contact Child Protective Services or call 911 to seek immediate assistance.

When an issue, concern, or incident involves a situation that violates the Diocesan Code of Conduct—such as sexual abuse, sexual assault, sexual harassment, or inappropriate sexual comments, texts, or pictures between students, students and staff, or students and visitors, issues connected to exploiting a power differential including but not limited to bullying, threatening or use of demeaning language—schools are required to contact either the Diocesan Safe Environment Office (SE) or the Catholic Schools Office (CSO) to investigate. Representatives from the Catholic Schools Office and/or the Diocesan Safe Environment Office will visit the student's school as a team of two. The team meets with individuals involved, as well as any witnesses. This is done prior to notifying families to ensure unbiased responses and because students are typically more forthcoming with information related to this topic with individuals outside their family. Upon completion of any investigation, the team makes recommendations to the school's administration. These recommendations could range from calling 911 and/or CPS to being unfounded with no action recommended. Families of all students who have been interviewed will be notified by the school's administration immediately following the conclusion of the investigation.

We believe that this process creates and maintains a safe environment where all students can learn and grow. We are committed to open communication and working together with families to ensure the well-being of every child in our care

Safe Environment

One important element in providing for the safety of our children is that every church, parish, agency, office, school, and ministry must provide a full barrier-safe environment system for child and youth protection. The details of this system are provided in the "Diocese of Syracuse: Child Protection Policy" mandated by the Bishop of Syracuse to be fully activated by July 1, 2014. His mandate, made in harmony with the "Chapter for the Protection of Children and Young People" of the USCCB, requires that all clergy, all religious, all employees (of any Catholic entity in the diocese), and any volunteer whose ministry places them in any contact with minors, must be trained. "Protecting God's Children for Adults" is the only program authorized by the Bishop to provide this training. The three hour seminar is being

offered in different parishes throughout the diocese. Online registration may be accomplished by going to syracusediocese.org and following the prompts under the Safe Environment tab. Recertification is required every 5 years.

Sexual Harassment Policy

Sexual harassment may occur in a number of ways including (1) verbal or physical conduct of a sexual nature; (2) situations where a student's submission to, or rejection of, such conduct becomes a basis for academic decisions affecting the student and/or impacts on the learning environment; or (3) when such conduct creates a hostile, intimidating, or offensive learning environment.

Any student who believes they have been subjected to sexual harassment should immediately report the incident(s) to the principal or guidance counselor so that an investigation can take place and the student's welfare protected.

A Covenant
for
Parents, Guardians, and Caregivers
of
St. Rose of Lima School

Covenant for St. Rose of Lima School

This Covenant applies to all parents, guardians, and caregivers who interact with St. Rose of Lima School. It also applies to all parents, guardians, and caregivers who are present at the school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, and caregivers, there is an expectation of support for the Vision and Mission of St. Rose of Lima School. This Covenant is designed to guide all stakeholders in their dealings with the faculty and staff, other parents, students, and the wider school community.

St. Rose of Lima School is a multifaceted, Catholic organization, comprising a diversity of populations that have distinctive relationships with one another. Relationships are at the very core of our Catholic beliefs, beginning with our foundation, the Holy Trinity. This doctrine inspires us as individuals within Catholic Schools, to attempt to be a living Catholic community in relationship with God and others. It is essential that in such a community that all members recognize and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of the community and those of the school itself. Therefore, it is the expectation of the school that all parents, guardians, and caregivers model acceptable behavior always within the school setting, at school-sponsored events/activities, or when the school can be involved in social or professional media.

Vision Statement:

Learning, Loving, and Serving the Lord.

Mission Statement:

Our mission is to equip saints for life in this world and the next. We believe in the amazing God-given worth and potential of every student. By establishing virtuous foundations, our students are prepared to develop to their fullest potential while following God's purpose for their lives.

Rights of a Parent, Guardian, or Caregiver:

- To be treated with respect and courtesy by faculty, staff, students, and other parents
- To be heard and clearly communicated with by the school, in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues

Responsibilities of a Parent, Guardian, or Caregiver:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty and staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of the teachers/ principal and be mindful of the tone of communications, especially in social media.
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook.
- As valued members of the school community, attend and participate appropriately in school liturgies, extra-curricular or special events, including athletics, concerts, academic, and cultural events.

As a Parent, Guardian, or Caregiver we ask that you:

- Support in words and actions, the philosophy of Catholic Education and the mission of St. Rose of Lima School.
- Recognize that the education of children is a joint responsibility of the parents as well as the school community.
- Respect the decisions made by the school and parish administration, even if you disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all.
- Communicate with the school and parish in a supportive manner, which does not interfere with the administrative functioning of the school.
- Understand and model the importance of a parent/child/school relationship and communicate any concerns to the school in a constructive, appropriate manner.

- Observe, support, and adhere to the school policies as outlined in the Parent-Student Handbook.
- Refrain from engaging in gossip and hearsay.
- Value the school community and its reputation, especially when engaging with social media.
- Respect teachers' and principal's preparation and assigned supervisory time before, during, and after school. Make an appointment for discussions at a mutually convenient time. Do not expect a meeting unless pre-arranged.

Behaviors that will not be tolerated:

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operations or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises, including but not limited to, loud and offensive language or a display of anger.
- Threatening in any way, a member of the school or parish staff, visitors, fellow parents, or children.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communication (including social media) to anyone within the school or parish community.
- Defamatory, offensive, or derogatory comments regarding the school or any of its pupils/parents/parish or school staff on Facebook or other sites.
- The use of physical, verbal, or written aggression towards another adult or child.

Online/Social Media Conduct

Social media, whether public or private, should not be used to fuel campaigns and/or voice complaints against the school, school or parish staff, administrators, parents, children or parishioners. Social media is not to be used as a medium to air concerns or grievances about the school, parish, students or any staff.

Online activity that will not be tolerated:

- Abusive or personal comments about the school or parish staff, administration, students, or other parents
- Bringing the school in disrepute
- Posting defamatory or disparaging comments
- Emails circulated, or sent directly, with abusive or personal comments about the faculty, staff or students
- Using social media to publicly challenge school or parish policies, or discuss issues about individual children or members of the school or parish staff or administration
- Threatening behavior, such as verbally intimidating staff, or using inappropriate language

Public Conduct on School Property

Schools are a place of work and learning. Limits must be set for parents, guardians, volunteers and other visitors to the school. All persons on school property or attending a school function, shall conduct themselves in a respectful and orderly manner.

Conduct that will not be tolerated on school property:

- Entering any portion of the school premises without authorization
- Disruption of the orderly conduct of classes, school programs, or school sponsored events/activities
- Intentional damage or destruction of school property or the property of a teacher, administrator, or staff member
- Intimidation, harassment, or discrimination against any person
- Possessing or using drugs, alcohol, and/or weapons in or on school property or at a school function

Potential Corrective Actions

Education is a partnership between the home and school. As part of the partnership of educating our children, parents are expected to uphold and follow the policies and procedures that have been outlined in this Covenant and the Parent-Student Handbook. If there is a breakdown in this partnership, by a violation of this covenant or other school policies, corrective action will be taken. Listed below are potential corrective actions.

The principal and pastor have the right to choose the most appropriate corrective action, as listed in the Covenant, on a case by case basis.

- Verbal and written warning
- Removal from premises by authorities
- Exclusion of a parent, guardian, or caregiver from the school and school grounds
- Termination of enrollment of parent's child/ren

Covenant Policy
Signature Form

I confirm that I have read and understand the St. Rose of Lima School Covenant for Parents, Guardians, and Caregivers and will abide by it.

I understand that any breach of this Covenant, by a parent, guardian, or caregiver may result in corrective action up to and including the termination of enrollment of their child/ren.

Name_____ Date_____

Signature _____

Handbook Acknowledgement

Please print this page, complete the necessary information and return to the Main Office

We/I_____

The parent/guardian(s) of:

_____

_____

_____

_____

I have thoroughly read and reviewed the policies and policies and procedures stated in the St. Rose of Lima Handbook with our child(ren) on date _____

The regulations in this handbook are considered exhaustive. The school retains the right to amend or modify this handbook at any time.