



# ST. ROSE ELEMENTARY SCHOOL

STUDENTS: PRE-K THROUGH 6TH GRADE

## **2025-2026 Parent/Student Handbook Elementary School K-6**





The following handbook contains rules and regulations to be followed by St. Rose of Lima Elementary School. St. Rose of Lima Elementary School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school.

### **MISSION STATEMENT**

St. Rose of Lima Elementary School, rooted in Catholic values, strives to achieve educational excellence by facilitating the intellectual, spiritual, and physical growth of each child and promoting a community of faith, hope, love and service.

### **VISION STATEMENT**

St. Rose of Lima Elementary School exists to bring the Good News of the Gospel to the people of St. Rose Parish and its neighboring communities.

### **STATEMENT OF BELIEFS**

At St. Rose of Lima Elementary School, we believe:

- Every child is a gift from God.
- Parents are the primary educators of their children.
- Teachers are partners with the family in the educational process.
- Every person must be treated with dignity, respect, and care.
- The school is rooted in the life of the Parish.

### **SPIRITUAL DEVELOPMENT**

The primary purpose of St. Rose of Lima Elementary School is to assist the parents in passing on to their children the faith that makes them People of God. The principal goal of our religious education program is to bring the believer to full stature in Christ. The program is developed so that the children are encouraged to:

*Grow in attitude of love of God and neighbor  
Form habits of prayer and worship  
Engage in works of service to others*

Parents are expected to set an example for the religious education of their children by participating in Mass each week, praying with their children, etc. We support parents in their role as primary educators of their children by providing additional instruction and opportunities to continue what is being taught in the home.

### **Code of Christian Conduct**

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. St. Rose of Lima Elementary School is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth—parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles, and procedures set forth in our school's handbook.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles, and procedures set forth in our school's handbook. Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. But in some rare instances; however, if, in the opinion of the administration the partnership becomes irretrievably broken because of the severe nature of conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress, and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.
- Communicate and respectfully express concerns about the school's operation and its personnel in a constructive and Christian manner within an appropriate setting.

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community.

- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels).
- Abusive and/ or threatening electronic, written or verbal communication.
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

## **ACCREDITATION**

### ***Middle States Association Commissions on Elementary Schools (MSA – CESS)***

“The Middle States Association Commission on Elementary Schools is one of three accreditation units of this regional accrediting body.” The *Commissions on Elementary and Secondary Schools* accredit early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, supplementary education centers, learning services providers, and distance education institutions.”

<http://msa-cess.org/Relld/33637/Isvars/default/Home.htm>

MSA-CESS works with public and private schools that serve an elementary-age population in New York, New Jersey, Pennsylvania, Delaware, Maryland, The District of Columbia, Puerto Rico, and the US Virgin Islands. MSA-CESS also works with schools in the mid-East, near-East, Africa, and Europe.

Saint Rose of Lima Elementary School received accreditation in the fall of 2018. Saint Rose of Lima Elementary School received a letter from MSA stating the following:

“This is to confirm that the Middle States Commissions on Elementary and Secondary Schools has received, reviewed, and accepted the Mid-Term Report completed for Saint Rose of Lima School. The report was found to be complete, and shows evidence of faithful implementation of the strategic plan for growth and improvement.” (MSA-CESS, December, 2018.)

Saint Rose of Lima Elementary School has continued the accreditation process completing the *Excellence by Design* protocol from the Middle States Commissions on Elementary and Secondary Schools. Saint Rose of Lima Elementary School has been recommended to receive full accreditation in March of 2018 by the Visiting Team. Accreditation will be acknowledged in the fall of 2018 from the Middle States Association and run through December 1, 2025.

## **ACADEMICS**

### ***Curriculum***

St. Rose of Lima Elementary School follows the curriculum set forth by the Diocese of Harrisburg. This curriculum meets the state standards set forth by the Pennsylvania Department of Education. The school is in compliance with the Diocese of Harrisburg in adopting the National Common Core Standards.

### *Mission Statement*

“The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.”

<http://www.corestandards.org/> (More can be found at this website)

The curriculum adopted by the Diocese of Harrisburg and aligned with the Pennsylvania Department of Education, can be found by going to the following website: [www.hbgdiocese.org](http://www.hbgdiocese.org).

Go to *Education, Catholic Schools*, and then proceed to the elementary curriculum section in the drop down menu. If you do not have internet access, you are welcome to schedule a time to visit the school and borrow or view a copy.

Curriculum areas include:

- Religion
- Integrated Language Arts
- Mathematics
- Science
- Social Studies
- Art and Music
- Physical Education/Health
- Technology
- Spanish

Also included as support is Instructional Support both remedial and enrichment, Lincoln Intermediate Unit 12 support services, and Standardized Testing. Only major learning goals are included in the grade report. These are grouped in sections following Diocesan Curriculum for each area which is required to be assessed: Religion, Integrated Language Arts, Mathematics, Science, and Social Studies (grade 4-6).

Standardized Testing is for students in grades K-6, who will be assessed using the Renaissance STAR Standardized Test to measure growth and achievement of skills and standards as determined by the Diocese of Harrisburg Curriculum and national normed standards. Students will be assessed three times during the school year: September, January, and May. Parents will be provided with results; teachers will use the data provided to direct instruction.

### *Instruction:*

A variety of resources are used to implement instruction. The staff at St. Rose of Lima Elementary School utilizes websites, technology, textbooks, manipulatives, and partners with parents and community resources to enhance the education of our students. Teachers differentiate, scaffold, and tier instruction. Accommodations are made when and if a student's evaluation indicates that this is warranted.

Cooperative learning groups, small groups, whole groups, and individual instruction are ways students are engaged in the learning process. Skills such as note-taking and outlining, organization, decision making, independent activities, and personal responsibility are all emphasized and reinforced across the curriculum.

### *Subjects:*

The subjects taught below are based on the curriculum adopted by the Diocese of Harrisburg.

The **Religion Curriculum** at St. Rose of Lima Elementary School is of primary importance and is integral to the development of faith and relationship with God. This is carried out by the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in prayer life. The primary responsibility for the fulfillment of this obligation rests upon the parents since they are the first educators of their children. Students participate in a variety of prayer services and liturgies, reach out to others in the parish and neighborhood for community service, and experience living in a caring family atmosphere. All students are expected to participate in all aspects of the religion program. Non-Catholic students are expected to participate in religion classes, liturgies, community service, and prayer services, but will not partake in Catholic-specific sacraments.

**Theology of the Body** - Beginning in the 2025-2026 academic year, The Diocese of Harrisburg will begin incorporating Theology of the Body into our curriculum. The York Deanery will use the Ruah Woods series as a supplement to our religion program. Theology of the Body is a study of what it means to be human, in light of scripture's revelation, as articulated by Pope St. John Paul II in his 120+ lectures. Theology of the Body articulates the same picture of God's design for our world that is found in scripture—done in a way that is approachable, applicable, and easy to understand for our time.

Theology of the Body helps us to understand how we were created in the image of God, our identity in Christ, along with our gifts and givenness, so that we may see ourselves and others the way God intended. Pope St. John Paul II's text also illuminates how the Catholic tradition interprets scripture's vision of human relationships, where God invites humans into relationships that are mutually rewarding.

Topics within Theology of the Body are vast, and each spills into the next. But it is through this unique theological approach that we find a path to a deeply fulfilled life, where we understand our own innate dignity—and the dignity of others.

**Language Arts** includes reading, writing, speaking, listening, and the many related components of these contents. The various components are taught specifically and are integrated across the curriculum. Educational textbooks such as Fountas & Pinnell, Voyages in English and Vocabulary in Action from Loyola Press, novels, and web-based reading programs are utilized to enhance individualized instruction to aid in the language arts curriculum. Students participate in the annual Diocesan Spelling Bee.

**Math** is taught daily on all grade levels. Students are exposed to My Math textbooks to enhance their skills as well as hands-on activities, web-based programs and technology resources to assist in comprehension of math concepts.

**Science** is a “hands-on” learning experience in preschool through grade six. Student learning is enhanced through the use of the Nancy Larson curriculum, the availability of such programs as “Advancing Science” from Gettysburg College, research-based STREAM lessons, and web-based resources.

**Social Studies** is taught on all grade levels. In our youngest student classrooms it may be taught in concert with our language arts program. Students use the McGraw-Hill textbook series for learning. In addition, they are enrolled in the Junior Achievement program, which enhances our curriculum. Every year, our sixth grade students participate in a special program implemented by Junior Achievement. This culminates with a field trip for a day to *Biz-town* where students role play in civic and government careers. Decisions, rewards, and consequences are determined by our students as they engage in these role playing positions. Students also participate in the annual Diocesan Geography Bee.

**Physical Education/Health** incorporates learning experiences that are essential to the physical and emotional growth of our students. The activities are planned on their developmental level. Academic Research shows that motor skills enhance academic development.

**Music** and **Art** are subjects that enhance student learning. Students learn about other people, cultures, and various forms of self-expression, while gaining a better understanding of their Roman Catholic faith through these areas. Additionally, students are given opportunities to share their talents through concerts and other performances.

**Library** – All St. Rose of Lima Elementary School students visit the library weekly. Students in Kindergarten through grade 1 may check out one book at a time. Students in grades 3 through grade 6 may check out two books at a time. Students in grade 2 may check out two books at a time after Christmas. If students do not return their library books they may not borrow another book until the book is returned. Parents are asked to replace a book if it is badly damaged or lost.

**Foreign Language** - At St. Rose of Lima Elementary School, we offer students Spanish as a foreign language beginning in Kindergarten.

**Technology** is integrated across the curriculum in all subject areas. Computer skills are taught to every student weekly. Chromebooks, iPads, notebooks, etc. are resourceful tools to use in education. As a school, students use these technologies on a daily basis to enhance their learning experience.

Security and safety is an integral part of computer use. Firewalls and other blocking mechanisms are in place – and monitored – to help ensure students’ safety when using the internet. We recognize that we exist in a digital global community. We embrace the use of technology as we offer opportunities for our students to learn how to safely and effectively use technology as we prepare them for God’s world. Internet safety is a part of all content instructions as we prepare students for the 21<sup>st</sup> century.

Refer to Diocesan Policy Books, Curriculum #6130 (a) - # 6130 (d)

### **AGE ELIGIBILITY**

To be eligible for admission, the child must be the following age by September 1st of the year of enrollment: Pre-K Three-year old program - 3 years old; Pre-K Four-year old program - 4 years old; Kindergarten - 5 years old; First Grade - 6 years old. Ages will be verified by birth certificate and medical records. Medical immunization records must be complete to meet the requirements of entry as determined by the Pennsylvania Secretary of Health.

### **ALCOHOL, TOBACCO, AND NICOTINE POLICY**

Alcohol, tobacco, nicotine, and nicotine delivery products, vaping, and/or illegal substances are prohibited in the school building, on school property, in school vehicles (buses, vans, etc.) and/or at any school-sponsored activities. Parents are required to refrain from using these products on school property. At no time are students permitted to use these products on campus or at school events (see discipline policy).

### **ARRIVAL/DISMISSAL PROCEDURES**

#### ***Arrival:***

**The school building opens for students at 7:40 AM.** Arrival time is the same for bus riders and private car riders. Students are to wait in their vehicles or buses until the doors open at 7:40 AM. At no time are students allowed to be dropped off or left unattended outside of the school prior to 7:40 AM.

Upon arrival, all cars and buses are to enter the loop in front of the school from Biesecker Road. Form a single line to drop off passengers. Please stay in the line – no passing. Parents are to remain in the car while students are greeted by our administration and staff, who will open your car doors.

Students are to exit their vehicles quickly and in an orderly manner. The children will enter the school through the front doors and report immediately to the gym.

Vehicles may not be left unattended in the loop. If you have a scheduled meeting with someone in school, please park in space in the parking lot and enter the school at the front door.

#### ***Dismissal Times:***

##### Regular Dismissal

- Bus Dismissal – 2:50 PM
- Private Car Student Dismissal – 2:55 PM

**All students must be picked up by 3:15 PM unless otherwise arranged with Administration**

##### Half-Day Dismissal

- Bus Dismissal – 11:30 AM
- Private Car Student Dismissal – 11:35 AM

**All students must be picked up by 12:00 PM unless otherwise arranged with the Administration**

#### ***Bus Dismissal:***

Bus riders will be dismissed first. They will be brought to the front door of the school and walked to their appropriate buses by St. Rose of Lima Elementary staff. Buses line up along the inside of the loop closest to the grassy area.



If your child is riding a school bus, please inform St. Rose of Lima Elementary School of your child's name and the local school district providing transportation.

**Private Car Dismissal:**

**To facilitate private car dismissal, parents/guardians are required to place the 8.5" x 11" car sign provided by the school where it can be seen by all school personnel working with dismissal.** This sign must be hung from the rear view mirror or be placed on the passenger side sun visor to be seen when the visor is placed in the down position. Signs placed on the dashboard are not visible to the school personnel working dismissal.

Drivers are to form three distinct lines of cars. Please pull as far forward in the loop to ensure as many cars can pull up as possible. Vehicles may not be left unattended in the loop. If you have a scheduled meeting with someone in school, please park in space in the parking lot and enter the school at the front door. **Please follow the direction of the Crossing/Traffic guard.**

School personnel will inform classroom teachers of your arrival. Students will come to the front door for dismissal. A member of the St. Rose of Lima Elementary staff will walk your child to your car.

**ATTENDANCE AND TARDINESS POLICIES**

Regular attendance is essential for good scholastic progress. All students are expected to be in the gym with their homeroom, seated, quiet and ready for **Common Homeroom** which includes morning announcements and attendance by 8:00 AM, which begins the school day. Students who arrive after 8:00 AM are considered tardy. **Attendance is taken in the gymnasium during Common Homeroom.**

Illness of the child, death in the family, educational travel, authorized school activities, and exceptional instances that affect the child are the only legitimate reasons for absence from school and be counted as an excused absence.

For the protection and safety of your child(ren), parents must report absences by calling the school office by 8:30 AM. If a call is not received, the school will initiate contact with a parent.

Assignments may be requested at the time of call in for a sick child. Assignments will be in the school office at the end of the school day. As most illnesses are short term, children will need to be symptom free (of fever or sickness) for 24 hours before returning to school.

Upon the return to school, a valid, handwritten excuse (PA School Code 1327 and no later than 3 days after illness), signed by the parent/guardian must be given to the teacher. This note must state the date and the reason for the absence. Failure to return an excuse note to the school office within 3 days will result in an unexcused absence.

Any time a child is absent for a significant period of time (more than 3 consecutive days) due to illness, a doctor's note explaining the illness is required. Making up missed work is the responsibility of each student. Students who are absent may not participate in after-school events or activities occurring on the same date as the absence.

After **7 total absences** for the school year, a warning from St Rose of Lima Elementary will be sent to the family. After 10 total absences for the school year, all absences will require a written doctor's note in order for the absence to count as excused. The principal will notify the child's parents/legal guardian when a pattern of multiple absences occurs.

An unexcused absence is defined by school policy and occurs when no written notification by a parent/guardian is provided to the school. St Rose of Lima Elementary School will follow this plan for unexcused absences over the duration of the school year:

- 2 unexcused absences: A warning will be sent home.
- 3 unexcused absences: The family must attend a mandatory meeting with the principal to develop an attendance improvement plan.
- 4-5 unexcused absences: St Rose of Lima Elementary School will send a truancy citation to the student's home school district.

#### **Doctor/Dentist Appointments:**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments with a written request from parents, stating the time of the appointment, the time the student will be picked up and by whom, the length of time of the appointment, and the approximate time of return. **The student must present a slip from the doctor stating that he or she was seen by the doctor or dental office and has permission to return to school.** Minutes missed will accrue in days absent and added to a student's attendance record.

#### **Extended Family Vacations:**

Parents are discouraged from taking children out of school for extended family vacations because a child's academic progress is often interrupted and affected. However, the final decision is the responsibility of the parents. Make-up work is the responsibility of the child upon his or her return to school. **A vacation form must be filled out by the parent at least two weeks prior to departure from school and submitted to the Principal for approval.** Only one extended vacation per year will be approved. Failure to provide this Extended Leave form will result in the absence being recorded as unexcused. Classroom teachers will schedule make up testing at their discretion.

#### **Early Dismissal/Late Arrival:**

When a student needs to be dismissed early or will be late arriving (after 8:00 AM), the following procedure must be followed:

- The parent/guardian calls the school office by 8:30 AM reporting the late arrival or early dismissal.
- **For late arrivals, the parent must contact the school office to inform us that their student will arrive late.**
- **A parent is required to come into the school building to sign for their student arriving late. Please park in the parking lot and come to the Main Office.**
- **A written note is required from the parent or doctor/dentist explaining the reason for the late arrival.**
- **For early dismissals, a written note from the parent/guardian is required to be sent in with the student on the morning of the early dismissal.**
- **Please park in the parking lot and come to the Main Office to sign for your student to be released to you.**

### **Tardiness**

Doors open at 7:40 AM. A student is considered late after 8:00 AM. A student who is late must report with their parents to the school office in order to sign in and be given a late slip. Exceptions are made when tardiness has been caused by school buses, extreme weather, or unexpected traffic conditions from time to time. These are considered excused. The school office will notify the parents when a pattern of unexcused tardiness occurs. 3 days of unexcused tardiness per trimester will result in a conference. 6 days of unexcused tardiness in a school year will require a conference and the development of an attendance improvement plan. 9 days of unexcused tardiness may result in a one day in-school suspension and the school may contact Children and Youth Services. Thereafter, any further tardies are subject to additional disciplinary actions and possible expulsion.

### **Educational trips**

Under Pennsylvania law, family trips are not automatically an excused absence. **If an educational trip is absolutely necessary, the request for a student to be absent must be submitted in written form to the office at least two weeks prior to the absence.** A maximum of five days of excused absences due to an educational trip will be permitted each academic year. **If the above is not followed, the absence will be marked “non-excused” and the teachers are not required to accept work.** Students must be traveling with their parents.

### **BULLYING AND HARASSMENT**

Bullying is forbidden at St. Rose of Lima Elementary School. Any aggressive behavior that negatively impacts the educational experiences of others is subject to discipline, at the discretion of the Principal. This includes spoken, written, and digital communications

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or social media postings. All forms of cyberbullying are unacceptable and offenders are subject to appropriate discipline.

Parents and students are asked to report bullying to the administration as soon as possible. The principal will conference with all parties involved and determine the appropriate course of action.

### **BUS/VAN CONDUCT**

Buses/vans will use the loop of the school to discharge and board their passengers. All bus/van riders are to use the front entrance.

The following rules apply to bus/van riders. This includes all off-site activities such as field trips:

- Students are to be at the bus stop when the bus/van arrives.
- Students are to abide by the driver's regulations and directions at all times.
- Students must be seated and facing the front of the bus/van while it is in motion, and conversation between passengers must be kept at a low pitch.
- Students are to sit in assigned seats if requested to do so by the driver.
- No gum chewing, loud talking, commotion, or throwing objects is allowed on buses/vans.
- Students are not to eat on the bus unless the bus/van driver grants permission.

- Windows on the bus are to be operated only at the discretion of the driver. Students are to refrain from extending their head, arms, or objects out of the bus/van windows.
- Students are not to litter on the bus/van.
- Students are expected to obey the driver's authority or the driver will issue a warning to the student.
- If disobedience continues, the student will be referred to the administration, and the student may lose the privilege of riding the bus/van.
- If a bus/van should break down en route, the transportation department will report this to the office.

School districts only allow the students who live in their districts and have a registered transportation form on file with the school district to ride the bus. Visitors and/or non-registered students are not permitted to ride.

If there is disobedience to the driver's authority, the following steps will be taken:

- 1<sup>st</sup> Offense – The Principal will hold a conference with the student reported for misconduct. A letter from the Principal and a bus infraction notice will be sent to the parents.
- 2<sup>nd</sup> Offense – The Principal will hold a conference with the student and his or her parents. A letter from the Principal and a bus infraction notice will be sent to the parents and a copy to the bus company.
- 3<sup>rd</sup> Offense – The student reported for misconduct on the bus/van will be suspended from the bus/van for a minimum of three days. Parents and the bus company will be notified of the suspension. A conference will be held with the student and the student's parents.
- For major offenses or repeated offenses will be dealt with by the Principal. District rules may cause a student to be suspended from school bus/van use if a student has violated the district's rules. In this case, the parent is responsible to transport that student to and from school.

### **CAMPUS CLEANLINESS**

St. Rose of Lima Elementary School has a tradition of providing excellent facilities. Therefore, all persons should practice good stewardship of the facilities. Good stewardship includes, but is not limited to, keeping desks, hallways, classrooms, bathrooms, outside grounds and all other areas neat and clean. Students are expected to deposit trash in proper receptacles after lunch. All members of the St. Rose Elementary School community and their guests are expected to be involved in cleanliness and appearance. Halls must be kept free of debris. **Food and drinks are not to be kept/left in classrooms, except for daily lunch or packaged snacks brought to school.**

### **CELL PHONES/ELECTRONICS/EARBUDS**

Cell phones and electronic devices such as smart watches, earbuds/airpods, gaming devices, tablets, music players, radios, lasers, laser pens, non-St. Rose of Lima Elementary School laptops are prohibited to be kept with the student during the school day. **Students are expected to turn their cell phones and devices into the Main Office at the start of the school day. No student may carry a cell phone during the day.**

**Cell phones and devices are not permitted to be kept "on the person". Earbuds, AirPods, headphones, smartwatches and the like are not to be worn during the school day without approval of the Administration. These items listed go against the school and Diocesan policy.**

Consequences will be issued according to St. Rose of Lima Elementary School and will be confiscated and turned into the Main Office. The student's parents must come into the Main Office to retrieve the

confiscated cell phones or devices. St. Rose of Lima Elementary School is not responsible for loss or damage to any cell phone or electronic device.

**During the school day, communication between parents and students must be conducted through the school office. Students are not to call, text, or email their parents. Students must come to the Main Office to contact their parents.**

### **CHANGE OF ADDRESS OR INFORMATION**

Parents/guardians are responsible to ensure St. Rose of Lima Elementary School has up-to-date contact information each school year. Parents must notify the school of changes to mailing addresses, email addresses, phone numbers, parish affiliations, etc. by contacting the school office at 717-792-0889. Certain changes such as name changes will require official documentation.

### **CHROMEBOOKS**

Students use Chromebooks for academic purposes throughout the school day. These Chromebooks are the property of St. Rose of Lima Elementary School but the student is responsible for keeping the devices in good working condition. During the school year, students will use their Chromebooks in classes under the direction of teachers. **Chromebooks are to remain on campus at all times.**

#### *Expectations*

- Chromebooks will be treated with care to protect against damage. Food or drinks may not be used near the Chromebook. Students may not place Chromebooks in their backpacks, or place books or other heavy objects on top of the Chromebook.
- Chromebooks may not be personalized. Students may not put stickers on their Chromebooks or mark them in any way.
- Students are not to share Chromebooks with other students or allow other students to log onto their devices.
- Each Chromebook has an ID sticker on it that may not be removed or tampered with.
- Students may not disassemble Chromebooks or attempt to repair them.
- Students are expected to follow all rules for technology outlined in the St. Rose of Lima Elementary Student Handbook Acceptable Use Policy when using their Chromebook.
- Students must return their Chromebooks and chargers in the same condition they received them at the end of each school year.

#### **Technical Support**

If a student-issued Chromebook is damaged or malfunctioning during school hours, the student should take the device to Mr. High, our Director of Technology. If a student-issued device requires a hardware repair or replacement, the student will be required to pay for the current cost of the repair or replacement.

#### **Privacy**

All communication and information that is generated on a student issued Chromebook is subject to review by administrators at St. Rose of Lima Elementary School. Students may be asked to turn in Chromebooks for investigation where misuse is suspected to have occurred.

## **CLOSINGS AND DELAYS – WINTER WEATHER INFORMATION**

Closings and delays are reported to families via parent text alerts, email notifications, and posts to the St. Rose of Lima Elementary School Facebook page. Additionally, St. Rose of Lima Elementary School reports to WGAL8 television station.

### **Two Hour Delay Information – All Students:**

The building will open at 9:40 AM (instead of 7:40 AM)

Classes will begin at 10:00 AM

### **Closings/Severe Weather During the School Day:**

If your local school district closes before St. Rose of Lima Elementary School, please know that we will follow that school district's schedule and your student will be placed on the bus unless you call the office and speak with someone to give parental approval for other arrangements. Please note that we do NOT send out alerts if school districts dismiss early since your school district should have a plan in place to notify families in their districts of a change to their schedules.

If St. Rose of Lima Elementary School closes early, we will notify you via a parent text alert and/or an email notification in addition to posting the information to all sources listed above. If St. Rose of Lima Elementary School dismisses before your local school district dismisses, you are responsible for picking up your student within 20 minutes of the St. Rose of Lima Elementary School dismissal time. As early dismissal times may vary, we will give clear pick-up times for students in the text and email notifications. (Example: Early dismissal is at 11:30 AM today. All students must be picked up by 11:50 AM). In order for our staff and faculty to also leave in a timely and safe manner, St. Rose of Lima Elementary School will not remain open beyond the pick-up time.

If your student is a private car rider, you may pick up your student at any time due to inclement weather conditions, as long as your student is picked up before the pick-up deadline sent out in the parent text alerts and email notifications.

## **COMMUNICATION**

Parents are encouraged to contact the Main Office if there is a change in dismissal or arrival time, as well as emergencies. Parents who need to talk to their students during school hours should call the office for this request. **Parents must not text or call their students on cell phones during school hours likewise their students must not contact them in this manner.** Classroom concerns should be addressed with the teacher in a note or email. Due to instruction time, emails may not be read or responded to for 24-48 hours. Any concerns that cannot be resolved directly with the classroom teacher should be directed to the Principal.

**\*\*Please do not text/call your students on their cell phone during school hours.**

## **COMMUNICATION TOOLS**

St. Rose of Lima Elementary School uses several methods of communication with parents throughout the year. For this reason, **it is critical parents have an accurate email address on file in order to receive weekly and timely communication regarding important school information.** The following methods of communication are used:

- Rediker – internet access for parents to check their student's grades.
- Email – parents/guardians are asked to check their email daily. **Parents/guardians are responsible to ensure we have up-to-date contact information throughout the year.** If

parents change email addresses mid-school year, please be sure to update the new address with the main office.

- In-Person Communication – all in-person appointments with teachers or administration must be scheduled in advance.
- Mass Notification Text/Social Media Alert – we will utilize social media and text alerts to share weather announcements and other important school updates.
- School Website parents are asked to consult the St. Rose of Lima Elementary School website often at [www.stroseschoolpa.org](http://www.stroseschoolpa.org). The website includes the school calendar, forms, and other important information.
- **No communication regarding school matters may take place via text or calls to the teacher's personal email, cell phone, or home phone. Communication with school faculty and staff via personal email, cell phone, or home phone is in direct violation of the Diocesan policy.**

### **CONFERENCES**

Our teachers welcome the opportunity to discuss children's progress with parents. We suggest the following points to help produce a harmonious parent-teacher conference:

- Conferences are mandatory during the first term. These conferences are scheduled in advance by the school.
- Additional conferences should be scheduled in advance at a time convenient to both teacher and parent. **To schedule a conference, please contact the teacher by email or call the school office.**
- All conferences must be planned to respect teacher supervision and planning times.
- Conferences and/or telephone conferences with the teachers will not be held during class time. Out of consideration to the teacher's family life, **calls may not ever be made to the teacher's personal email, cell phone, or home phone.**

### **CONFIDENTIALITY**

School personnel will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake.

### **CRISIS MANAGEMENT PLAN**

The objective of St. Rose of Lima Elementary School is to protect and care for each student entrusted to our care. Their safety and well-being is of primary importance to us. Our faculty and staff have been instructed in emergency procedures. The nature of the emergency situation will determine the plan that is activated. In view of current national events and the need for national security, the school has initiated the following guidelines in case of an emergency:

Announcements relating to an emergency dismissal will be communicated via a text alert and/or email.

If the emergency is such that the building would need to be evacuated, students may be transported to the parking lot at Morning Star across the street from the school. Local authorities will be involved in the management of such an event.

## **DISCIPLINE REGULATIONS**

All discipline policies of the Diocese of Harrisburg and of St. Rose of Lima Elementary School will be followed. The Acceptable Use Policy, which covers technology applications, must also be followed. Additions to these policies will be in effect as soon as they are announced. Students in the elementary schools of the Diocese of Harrisburg are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their schools. Students are expected to have respect for everyone and to show consideration to other students, administration, faculty, and staff. They are to cooperate to create a harmonious school atmosphere. Students are to recognize their individual responsibilities as a condition of their acceptance into the school and their fulfillment of these responsibilities as a condition for remaining enrolled in the school. Students are expected to conduct themselves inside and outside of school hours and at school sponsored events in a manner that reflects the moral teachings of the Catholic Church.

Failure to comply may result in disciplinary action, including expulsion, at the discretion of the school principal. In the event distance learning is used during the school year, **all student handbook policies remain in effect.**

Corporal punishment, defined as punishment inflicted on the body, is strictly forbidden at St. Rose of Lima Elementary School.

St Rose of Lima Elementary School will employ **Positive Behavior Intervention and Supports (PBIS)** when handling disciplinary issues. Positive Behavioral Interventions and Supports is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social-emotional competence, academic success, and school climate.

All students who attend St. Rose of Lima Elementary School are expected to aspire to be a STAR student. A STAR student acts the following way:

### **How to be a STAR Student**

**Show** respect to God, people, and property.

**Take** learning seriously.

**Always** keep your hands, feet, and objects to yourself.

**Remember** your manners.

The teachers and Administration of St. Rose of Lima Elementary School will investigate all allegations of poor conduct to ascertain the veracity of the complaints. Teachers will establish developmentally appropriate classroom rules at each grade level. Consequences will be assigned when a student begins to demonstrate unacceptable conduct.

Teachers follow these guidelines when designing individual classroom rules:

- An entire class will never receive punishment due to an individual student's poor conduct.
- Teachers have the authority and responsibility to maintain discipline in the classroom.
- Discipline policies are to be consistently enforced.
- Teachers will make distinctions (and teach students to make distinctions) between incidents of poor conduct and actual bullying. A pattern of behavior and an imbalance of power must be present for bullying to occur.
- Special Subject teachers share responsibility with homeroom teachers for articulating and honoring these rules.
- The concept of "Zero Tolerance" is not used at St. Rose of Lima Elementary School.



- Teachers and Volunteers are to be aware of children's developmental stages and respond accordingly.
- Incidences of poor conduct are assessed according to developmental stages.

Reasonable consequences for poor conduct can include:

- Discussion of behavior will take place with the teacher or Principal
- Restriction from privileges, such as "Time Out" for young students or detention for older students.
- An assignment of a seated, independent activity to be completed during recess while inside on inclement weather days.
- Minor infractions will be handled by the classroom teacher and parents will be notified by email regarding the behavior and consequences.
- Multiple occurrences of minor infractions will result in a parent conference with the teacher and Principal.
- Major infractions will result in notification of parents by way of a demerit/infraction slip and a parent conference with the Principal.
- Instances of true bullying will result in contact with parents by the Principal.
- Instances of poor bus behavior will result in contact with parents and may result in restriction of bus privileges.

When patterns of poor conduct, or single instances of seriously poor conduct, are noted, the principal will be consulted, and more serious consequences may be assigned. If such consequences, including parent conference with the principal, are not effective, a decision may be made to dis-enroll the student from St. Rose of Lima Elementary School.

Options for dealing with disciplinary issues/infractions include a conference with the student, a conference with the parent, classroom disciplinary procedures, detention, or direct referral to the Principal.

The conduct of each student outside of school as well as during school does affect the reputation of St. Rose of Lima Elementary School. Each individual shares responsibility for the good name of our school. Therefore, any student whose behavior and/or lifestyle outside of school reflects negatively upon the school, including any electronically posted information, will be liable to disciplinary action by the school and, if necessary, dismissal.

Should a student be accused of a serious or criminal violation apart from school, he/she may be asked to leave the school until matters are resolved, or another determination has been made by administration. The administration reserves the right to adjust regulations during the course of the school year.

### **Academic Dishonesty**

Academic Dishonesty is a deliberate act to give or receive information in a fraudulent manner.

Academic Dishonesty includes, but is not limited to:

- Representing someone else's work as your own (plagiarism)
- Allowing someone else the use of your work
- Using cheat sheets or any other test aids that are not allowed
- Employing others to do your work
- Sharing information about a test with those who have not yet taken it

- Fabrication - the falsification of research, information, or the citing of a source or sources in any academic exercise.
- Misrepresentation - providing a teacher with misleading information why an assignment is late, not handed in, and/or claiming it has been submitted.
- Using bluetooth devices, the internet, or smart devices such as computers or watches to complete assignments or tests without express permission.

Any type of academic dishonesty in testing or assigned work will result in an automatic failing grade. Both the student supplying the information and the student receiving the information are guilty.

### **Conduct Infractions:**

Discipline is positive training by counseling, molding, and strengthening in preparation for self-government and citizenship. The school retains the right to make exceptions in cases in which mitigating circumstances call for a different response than policy suggests. Additionally, incidents not specifically covered in these listings will be handled by the administration and a determination will be made based on the severity of the offense

### **Major Infractions:**

The following infractions, because of their serious matter, will result in an unsatisfactory mark in conduct, and the liability of suspension and/or expulsion.

- Theft - touching or taking something of someone else that is not his or her own without permission. In addition, getting into another's personal belongings.
- Possession of a weapon
- Actions of harassment, bullying, intimidation, or retaliation against anyone who has reported these behaviors
- Destruction, damaging, or vandalizing school property
- Public conduct detrimental to the good name of St. Rose Elementary School
- Violation of faculty/staff privacy
- Disrespect to faculty or staff
- Violation of the Acceptable Use Policy including the social media policy
- Tampering with another person's electronic device
- Fighting
- Truancy
- Leaving class or school without permission
- Academic Dishonesty - violation of St. Rose of Lima Elementary School's honor code
- Behavior that creates a substantial danger to persons or property
- Accumulating 10 or more days tardy for the year

### **Minor Infractions:**

- Any conduct which disturbs the learning environment of the classroom
- Out of uniform or improper appearance
- Gum chewing
- Less serious episodes of classroom/cafeteria disrespect
- Failure to bring a note verifying absence within three days
- Showing discourtesy during an assembly
- Using foul and abusive language
- Disrespect to faculty and staff (first offense)
- Disregarding playground/recess rules
- Failing to complete school and home assignments

### **Demerit/Infraction System**

Generally, the teacher will deal with infractions and will issue demerits when necessary. When students engage in behaviors that are not in accordance with acceptable standards, a demerit slip will be given to the student. Demerits are intended as a communication between the teacher and parents that a student is not demonstrating the quality of behavior expected of a St. Rose of Lima Elementary School student.

Demerit slips are issued to identify repeated negative behaviors and to assist teachers and parents in promoting a behavioral change to create a positive outcome. Demerits may also be given when students are not in compliance with uniform guidelines.

Students receiving 4 demerits for infractions will be issued a detention, which is to be served in the main office during the student's recess unless other arrangements have been made with the Principal. A detention is the consequence of repeated inappropriate behavior and is intended as a behavioral intervention to prevent future disciplinary infractions. **Demerit slips must be signed by a parent and returned to school within 48 hours.** Should circumstances warrant, the parent and/or Administration involved will be consulted.

### **DRESS CODE**

#### **Dress Policy**

General regulations – **the plaid jumper, skorts, shorts, slacks, pants, polo shirts, and sweaters must be purchased from our uniform company, Flynn and O'Hara.** Other items may be purchased elsewhere. Students are expected to be in complete uniform upon entering the building. All students are expected to be neat and well-groomed at all times.

- Spring uniforms begin on April 1st
- Winter uniforms begin on November 1st

#### **Boys Grade K-6**

- Gray Dress pants (winter) or shorts (spring/fall)
  - *Flynn & O'Hara brand; no cargo pants*
  - *If you choose a brand other than Flynn & O'Hara, please be sure the gray is as close to the Flynn & O'Hara color as possible*
- St. Rose blue polo shirt – **MUST be purchased from Flynn & O'Hara with the St. Rose logo - polo shirt may be worn with winter uniform in grades K-3**
- White collared shirt with uniform tie - **with winter uniform only (grades 4-6)**
- **A vest or sweater must be worn with the winter uniform in grades 4-6**
- Black sneakers or black oxford style tie shoes
  - *Sneakers must be solid black (soles must be black too)*
- **Black crew socks – no emblem or design**

#### **Girls Grade K-6**

- Blue plaid jumper with white Peter Pan collared shirt (grade K-3) - winter
- Blue plaid skirt with white oxford button down shirt (grades 4-6) - winter
- **A vest or sweater must be worn with the winter uniform in grades 4-6**
- Gray skort - spring and fall
- Blue St. Rose polo shirt – **MUST be purchased from Flynn & O'Hara with St. Rose logo for summer uniform**

- **Gray, black, or white knee-high socks**
- Black oxford style tie shoes or solid black sneakers (**low top sneakers only**)
  - *Slip-on shoes, heels, or sandals are not permitted*
- Hair accessories must match the uniform colors – blue, white, gray, or black.

### **Shoe Policy**

**All shoes and soles must be black.** All other colors are prohibited unless otherwise arranged with the Administration. Shoes must be made of predominantly leather. There can be no patterns, stripes, sparkles, sequins, glitter, symbols, or logos on the shoes. Shoelaces must be a neutral color and tied. Sneakers, boots, moccasins, high heeled, and open-toe or open back shoes are not permitted.

### **Gym Uniforms**

All students, male and female, are required to wear a St. Rose of Lima Elementary School physical education uniform consisting of:

- St. Rose royal blue gym shirts or field day shirts from Flynn & O'Hara.
- St. Rose black gym shorts from Flynn & O'Hara
- Sneakers must be worn – students may wear any sneakers on gym day.
- Sweatshirts worn in school must be from Flynn & O'Hara.

**All gym wear must be the new logo/blue uniforms (no maroon uniforms permitted).**

### **Dress Code expectations and Uniform Guidelines:**

St. Rose of Lima Elementary School students are expected to follow these uniform guidelines:

- All uniform attire should be in good repair, free of holes and tears.
- All shirts/blouses must be tucked in.
- The tie must be worn at the top button at all times.
- Girls dress blouses may have one button undone.
- Pants are at waist level with visible belt – in black, brown, or tan without writing.
- Skirts must be no more than 2" above knee (front & back)
- Girls may wear clear or light natural colored, nail polish on fingernails (pale white, pale pink, or clear)
- Students may not wear make-up.
- Necklaces must be kept tucked in your shirt collar
- **Hair color must be a naturally occurring color - no fairy hair tinsel or sparkles**
- Hats must be removed when entering the building
- Hair accessories must match the uniform
- All hair should be kept neat and clean
- **Hair may not have designs, symbols, or pictures shaved into it.**
- **Boys hair may not be over the collar, must be off the ears, and above the eyebrows**
- Jewelry:
  - Girls are permitted to wear small post earrings or small hoops earrings that do not hang below the earlobe.
  - No other piercings are permitted.
  - Boys are not permitted to wear earrings
  - Students may wear a small, gold or silver necklace/chain (a cross for example).
  - If a student wears a chain, it should be worn inside the shirt.
  - Girls may wear a small bracelet

*All jewelry and nail color are subject to approval by the classroom teacher and St. Rose Administration. If any accessories are distracting to the students, they may be asked to remove them.*

**Casual Dress Requirements/Dress Down Days:** On certain occasions, students may be granted permission to wear casual apparel to school. The following regulations will be enforced:

- No cut-off jeans or jeans with holes
- Shirts must be long enough to tuck in
- No midriffs or muscle shirts
- No oversized t-shirts may be worn - shorts/slacks/skirts must be fully visible below the t-shirt
- No hats, no flip-flops, or pajamas
- Proper undergarments must be worn
- No inappropriate and/or offensive pictures or sayings on clothes
- No writing on seat of any garment
- All clothing must be neat and clean
- No open back shoes/no open toe shoes/no high heels
- **Leggings/jeggings/yoga pants may not be worn as a substitute for pants**

## **DRUGS AND ALCOHOL**

St. Rose of Lima Elementary School follows Diocesan Policy #5137, which provides:

The Principal and the school staff should place primary emphasis on behaviors which enhance the health and welfare of the entire school community. Educational programs should be designed to heighten student awareness of the dangers of drug and alcohol abuse.

The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, look-alike drugs, or drug-related paraphernalia or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is forbidden and is considered a major disciplinary infraction.

Being under the influence of illegal drugs, alcoholic beverages or mood-altering substances on school property or at a school-sponsored activity is likewise forbidden and is considered a major disciplinary infraction.

After considering all circumstances, the Principal may suspend or expel a student for these major disciplinary infractions, depending upon the severity and/or frequency of such violations.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia is an extremely serious situation which is to be reported to the parents/guardians of a student and ordinarily to law enforcement officials as well. If, in the judgment of the Principal, there are no extenuating circumstances, a student committing such an offense will be expelled from the school.

A Student Assistance Team is to be established in each secondary school for the purpose of recommending guidelines to respond openly and effectively to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances by students. Upon approval by the local Board of Education, the Student Assistance Program Guidelines will be submitted by each secondary school to the Superintendent of Schools for review and reference.

## **EMERGENCY INFORMATION**

All families are required to provide the following information to the school on the **first day of school**:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone and parent(s) work phone
- Emergency phone number of friend or relative
- Medical alert information
- Email address.

**\*\*Your students may be kept out of the classroom if the required emergency information is not on hand for the first day of school as well as required immunizations. It is important that we have communications.**

## **EXPULSION**

St. Rose of Lima Elementary School follows Diocesan Policy #5114.B, which provides:

All Catholic schools in the Diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic School in the Diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

After two suspensions in a single year a student may be expelled for any further serious violation of the rules, at the Principal's discretion. A single action deemed to be extremely serious may warrant immediate expulsion, at the Principal's discretion. Students may be expelled for the following reasons:

1. Proven moral delinquency, which has a negative influence on other students.
  2. Chronic and incorrigible behavior, which undermines classroom discipline.
  3. An accumulation of minor violations of the school rules and regulations.
  4. Persistent truancy.
  5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
  6. Students charged with criminal violations that occur apart from school or school related activities.
  7. Deliberate violation of a school rule or regulation for which the obvious penalty is expulsion.
- Expulsion requires written notification to students and parents.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Pursuant to Diocesan Policy #5114.C, parents/guardians have the right to appeal the expulsion of their student to a special review board.

**NOTICE: It is the policy of the Diocese of Harrisburg to complete and send a behavioral conduct form with all students transferring from our schools.** This could include the following:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person or act of violence committed on school property or while in the custody of the school.

This policy reflects our commitment to the Safe Schools Act of 1997.

### **FACULTY**

St. Rose of Lima Elementary School faculty members are fully degreed and certified teachers. Many of the teachers have earned, or are pursuing, Master's Degrees, and all participate in workshops for professional development. Faculty members are generous with their time in responding to the individual needs of the students, in developing extended curriculum opportunities, and in moderating student activities

### **FEES**

The school charges a variety of fees for services and materials. Some of these fees are optional; others are required. Fees must be paid promptly and sent to the school in a clearly labeled envelope. If a family has difficulty meeting financial obligations, the situation should be brought to the administration so that suitable arrangements can be made.

### **Classroom Supplies**

Each teacher furnishes the students with a list of materials needed for the grade. Most items can be purchased at the department store of your choice. A few specific items must be purchased through school.

### **Registration**

This annual per-student fee helps to defray administrative costs of record cards, the yearly calendar, testing materials, and other similar needs. This registration fee is non-refundable.

### **Pictures**

Individual student portraits and class pictures are taken once a year. Purchase is optional, but all students are photographed for the yearbook.

### **Yearbook**

A yearbook is available with picture highlights of the year and each grade. Orders are taken in the fall for a spring delivery. Purchase is optional.

### **FIELD TRIPS**

Field trips are any off-site experiences related to the academic curriculum, off-site service opportunities, competitions, or award ceremonies. A permission slip with details of the trip will be sent to each parent/guardian. The signed permission form must be returned to the teacher prior to the trip.

**Verbal permission will not be accepted.** Students may not go on the field trip if a signed permission form is not returned. A phone number is required for emergency contact during any trip and insurance information must be provided. Appropriate dress will be announced. Field trips are a privilege. Any student whose level of cooperation and behavior may be detrimental to the group will not be permitted to attend the field trip or assembly. Students not permitted to attend or who do not have permission to attend a field trip must attend school as regularly scheduled.

All students must return to and be dismissed from school with the group unless prior approval is granted by the Principal. Requests must be in writing and received a minimum of 2 days prior to the trip.

The following guidelines apply to off-site activities:

- Chaperones must meet required Diocesan standards.
- St. Rose of Lima Elementary School medication policies apply to field trips.

### **FIELD TRIP CHAPERONE**

Please refer to the Volunteer section of the Handbook for additional details regarding clearances, expectations, etc. In order to ensure the safety of our students:

- **All chaperones must have the PA mandated clearances on file – see Volunteer sections of this handbook for additional information.**
- The number of chaperones needed will be determined by the teacher or administration.
- Parents who are chaperones on field trips have been given authority by the administration and teachers and should exercise that authority appropriately while supervising the students.
- Chaperones have the authority to correct any student who fails to respond promptly and politely to correction.
- The primary responsibility of the chaperone is to care for the assigned student group unless directed otherwise by the teacher in charge.
- Students are to be supervised at all times.
- Chaperones may not leave any location without having accounted for **all** students.
- Because of the seriousness of this responsibility, younger children or siblings from other classes are not to accompany parents on any field trips.
- When returning to campus, chaperones are to remain with the students until the teacher in charge has resumed full responsibility for the class.
- Chaperones for any school function must adhere to St. Rose Elementary School dress code and conduct standards, including refraining from using alcohol, tobacco/nicotine, illegal substances and inappropriate language.

### **FIRE/EMERGENCY DRILLS**

Fire drills are held once a month. All children will exit the appropriate doors. Other emergency drills are also practiced throughout the year. In the event of an actual emergency that requires us to leave the building, parents will be notified through the Student Management System, if necessary, as to the location for pick-up of their child/children.

### **FOOD AND DRINK – INCLUDING ALLERGIES**

Food brought from home may only be eaten by students during designated break time, and lunch. Food and drink may not be consumed in the hallway. St. Rose of Lima Elementary School promotes good



nutrition and strongly encourages the packing of healthy snacks. Students may not share food at lunch due to allergy concerns.

### **Allergies**

Parents/guardians must notify the school of any allergies. Food allergies should be accompanied with an Allergy Action Plan if severe. It is recommended that parents/guardians leave a selection of acceptable snacks with their student's teacher in the event that the class has special events and/or celebrations.

### **Birthday Celebrations and/or Classroom Parties**

Birthday celebrations should be coordinated with the teacher in advance. Individual items (i.e. cupcakes) are preferred. **Homemade items are permitted with an ingredients list.** It is recommended that parents/guardians of students with allergies leave a selection of acceptable snacks with their student's teacher in the event that the class has special events and/or celebrations.

**St Rose of Lima Elementary School does permit students to hand out party invitations if the entire class is invited; however, if only select students are invited, we respectfully request that you send invitations by another means.**

### **Snacks**

A brief snack time will be provided around the morning recess. Fruit, cheese, vegetables, and other nutritional snacks are recommended. The purpose of this snack time is to fuel student's bodies so that their minds can remain engaged for instruction and junk food or sugary snacks impede this process.

### **Water Bottles**

Each student is to have a refillable water bottle with the following guidelines:

- Water bottles are to contain water only.
- The student's name needs to be clearly marked on the bottle.
- Teachers will discuss with the student, and notify parents as needed, if a student's water bottle becomes a distraction in the classroom.
- Glass bottles are not permitted.

## **FORMS FOR PARENTS**

Parents can find forms on our website at [www.stroseschoolpa.org](http://www.stroseschoolpa.org)

Forms include:

- Physical Form
- Dental Form
- Registration Forms

## **GRADING AND REPORTING**

Parents can access student grades through a web-based website. Information for logging into the system, including link and password, are given out during the first week of school. The link is also available on the school website: [www.stroseschoolpa.org](http://www.stroseschoolpa.org).

Teachers assess student learning through various methods such as informal observations, tests, interviews, journals, experiments, performances, projects and tasks, portfolios, anecdotal records,

activities, and formal assessments. The informal and formal assessments are tools used in the process for evaluating students based on the standards. These evaluations for a particular subject are used to assign a grade. Grades are assigned three times per year in an effort to assist in further student success.

**Grading Grades 4 – 6:**

A Excellent 93%-100%  
B Above Average 85%-92%  
C Average 75%-84%  
D Below Average 70%-74%  
F Unsatisfactory 69% and below

**Grades K – 3:**

E Exceeds Expectations  
P Proficient  
I In Progress

**Explanation of Kindergarten and Primary Marking Code:**

E - Exceeds Expectations: The student learns independently and is able to accomplish new skills acquisition without the support of the teacher. The student is able to apply knowledge to new material and beyond, easily and independently. Please know that if a child does everything with 100% accuracy, this is proficient. The children who are able to take what they know one step further, or apply what they have learned to new concepts, are the “E” children. Do not equate all “E’s” with all “A’s.”

P - Proficient: The student is able to accomplish skills with the support of the teacher and classroom setting. Application of newly learned material is achieved within a standard measure of time. The student easily works with new skills in a group setting, but is not yet independent. If your child, after several formative assessments, meets the standard, he/she is proficient.

I - In Progress: The student at this level needs repeated practice over an extended period of time to acquire new skills. The student is unable to apply new skill work independently or with group work. The student often requires individual teacher support. As educators, we understand that every student works at their own pace his/her own time. Often children are in progress with some of the benchmarks.

**Explanation of 4th - 6th Grade Marking Code:**

In addition to an E, P, or I assigned to each benchmark, the children will receive a letter grade for each subject.

A - Exceptional mastery of the course objectives in the subject area  
B - Proficient mastery of the course objectives in the subject area  
C - Basic mastery of the course objectives in the subject area  
D - Below basic mastery/needs improvement of the course objectives in the subject area  
F - Demonstrates unsatisfactory achievement of the course objectives in the subject area

Excelling to achieve an A means preparing all assignments promptly, thoroughly and carefully, being quick and resourceful in utilizing suggestions, working independently, showing consistent interest and initiative, demonstrating a high standard of commitment, clarity and application and showing leadership in learning. Failing to complete required assignments, not responding to direction and/or motivation from the teacher, and showing no evidence of study habits.

If a student does not hand in an assignment, the student will receive a grade of “Incomplete” on the Grade Report until the assignment is turned in.

### **End of the Year Honors and Awards**

Students may receive special recognition at the end of the year. These awards are intended to encourage special effort and recognize academic skills (4th-6th grades), and aspects of good citizenship. General Excellence (4th-6th Grades) Straight A's in all 5 major academic subjects – Religion, Math, Language Arts, Science and Social Studies No I's in Christian values, or work habits.

### **The Virtue of the Month Award**

Each month, a virtue is selected to be the focus for the school. Students learn about the virtue and saints who modeled the virtue. Students are instructed in ways they can demonstrate virtue in their daily lives. At the end of each month, a student from each grade is selected who emulates the virtue. This honor is shared with the school each month during an assembly for virtue recognition.

### **Progress Reports**

At the mid-way point of each trimester, a progress report may be sent to parents / guardians. They are to be signed by a parent / guardian and returned to the school in a timely manner. All students (K-6th grade) receive a progress report each trimester.

### **HOMEWORK**

Homework is an extension of the learning that takes place in school. Homework is given to reinforce skills and provide opportunities for independent study, research, or creative thinking. Parents should help their child(ren) by arranging a quiet, comfortable, place for their child(ren) to work, scheduling a regular and structured time for homework and by checking homework assignment books to see that work is completed and neat. Parents should refrain from doing their child(ren)'s homework. Accuracy is important, but if parents see that mistakes truly represent a misunderstanding of the concept, they should contact the teacher so that it can be addressed again in class. Neglect of homework is a serious matter, and we ask that you do not offer excuses unnecessarily.

**Students not completing and turning homework in when it is scheduled, may receive after school or in-school detention.** This is determined by the teacher with consultation of the principal.

### **HSA - HOME AND SCHOOL ASSOCIATION**

The St. Rose of Lima Elementary School Home and School Association (HSA) is involved in many aspects of school life. The HSA supports parents in their parenting role, welcomes new families, and works to create a family spirit in the school community. The HSA sponsors and supports a variety of programs during the year including academic, social, religious, and entertainment events. All parents are members of the Home and School Association (HSA) and are welcome to attend monthly meetings. Each year the HSA organizes several fundraisers. With the help of all families, these projects can be very successful and keep tuition rates down.

### **ILLNESS/INJURIES**

Parents know their children best and need to carefully weigh the decision to keep them home from school for illness; however, in the best interest of other students and families, your student cannot attend school if he/she has:

- A temperature of 100.4 degrees or more (oral temperature) within the last 24 hours. NOTE: Students must be fever free for a full 24 hours WITHOUT medication to return to school.
- Thick nasal mucous discharge that he/she is unable to maintain

- A persistent cough that will hinder his/her ability to function within the classroom setting, or will impede the educational process for the other students in class.
- An unidentified rash that is not explained by a doctor's note as non-communicable at the discretion of administration.
- Experienced more than one episode of diarrhea/irregular bowel activity in the past 24 hours.
- Vomited within the past 24 hours.
- Pink/red itchy eyes with sticky/yellowish discharge, unless the doctor has established in writing that it is not contagious.
- Lice – students must be treated and be free of live lice and nits in order to return to school.
- The child has ANY communicable disease. Examples, including but not limited to: COVID-19, pink eye, chicken pox, Fifth's disease, measles, rubella, pertussis, hand-foot and mouth, etc.

The following require a doctor's note for students to be allowed to return to school:

- Influenza
- COVID-19
- Pink Eye
- Chicken Pox
- Fifth's Disease
- Measles or Rubella (German Measles)
- Pertussis (Whooping Cough)
- Hand-Foot-Mouth
- Any other condition for which administration and/or Spring Grove nurse deems a doctor's note necessary

Parents acknowledge the risk for exposure to any of the above-mentioned illnesses is a possibility during attendance at St. Rose of Lima Elementary and assume responsibility for those outcomes associated with ordinary and reasonable risks of attendance.

**PLEASE help us by responding immediately when we call you if your child becomes ill at school. Students must be picked up within one hour of notification of illness.** We will care for your children until your arrival.

Please note that students with minor illness (allergies, headache, etc.) will only be allowed to stay in the office for a maximum of 15 minutes before they will be returned to class and/or a parent is called to come and pick them up. **Students will not be returned to class if they are sick with fever, upset stomach, etc.**

Students who require any type of restrictions due to injuries and/or surgeries must have a written doctor's note on file in the office specifying the type of restriction needed and the length of restriction. Students with casts, splints, slings, etc. will stay with their class (at recess/gym) but be restricted to activity as dictated by a doctor's note. The office is unable to accommodate children in the office for extended periods of time (i.e. a child with a cast will be able to go outside during recess or gym to get fresh air, but only be as active as the doctor permits). Exceptions can be made at the discretion of the administration.

## **IMMUNIZATIONS and PHYSICAL EXAMINATIONS – PENNSYLVANIA STUDENT REQUIREMENTS**

Pennsylvania requires students to have certain immunizations and/or examinations for attendance in Pennsylvania schools.

For Entrance to School:

- Medical/Physical Exam
- Dental Exam
- Immunizations record showing:
  - 4 doses of tetanus, diphtheria, and acellular pertussis - usually given as DTP or DtaP or if medically advisable, DT or Td (1 dose on or after the 4<sup>th</sup> birthday)
  - 4 doses of polio - a fourth dose is not necessary if the third dose was administered at age 4 years or older & at least 6 months after the previous dose (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
  - 2 doses of MMR (measles, mumps, rubella)
  - 3 doses of hepatitis B
  - 2 doses of varicella (chickenpox) vaccine or evidence of immunity
- Third Grade: Dental Exam
- Sixth Grade: Medical/Physical Exam

**Students must have these records on file within five (5) days of starting school. After five days, parents will be asked to keep their students home until such records are furnished.** If you have any questions, please contact the main office.

Newly enrolled students will be asked to provide copies of all the above medical records/physical examinations as part of their admission process. If you have any questions, please contact the main office.

Pennsylvania allows for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Parental signature is required to be on file for any exemptions. Parents/guardians must understand that even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of a vaccine preventable disease.

## **INSTRUCTIONAL SUPPORT TEAM**

St Rose of Lima Elementary School offers an Instructional Support Program. This is not a Special Education Program. It is a program that offers instructional support to students and teachers. Parents will be notified when the Student Support Team determines additional information is needed in order to help the child be successful in the classroom. The LIU #12 does provide assistance in reading and math. Counseling services are also offered by LIU #12 for children in grades K - 6.

## **INSTRUMENTAL MUSIC PROGRAM**

Instrumental lessons are offered through the school day for students; however, there may be a rental fee for the instrument. The classroom teacher has the right to state a student cannot be pulled for a lesson if it interferes with academic learning times. Please contact Mr. Powers for additional information on this program at [billpowers.music@gmail.com](mailto:billpowers.music@gmail.com).

## **LIBRARY**

The library will be available when the librarian is on duty. The library will be open only as indicated on the library schedule.

Please keep these rules of courtesy in mind when using the library:

- There is to be no loud talking in the library. Whispering in low tones is permissible unless specified otherwise
- Students are only admitted to the library during class periods.
- All books are checked out and returned to the library.
- Students who do not return books on time may not check out another library book until the book or books are returned.
- Any student who loses a library book or damages a library book must pay for the purchase of a new library book.

## **LIU**

Any service provided by the Lincoln Intermediate Unit, LIU #12, requires a form signed by the parent/guardian to initiate support.

### **LIU #12 Reading Support Services**

Students who experience difficulty in understanding or completing grade requirements may be recommended by the teacher for a psychological evaluation. Prior to this step, the Instructional Support Team, in consultation with LIU staff, will meet to formulate an educational plan. The LIU non-public teacher support liaison will assist in determining a student's need and if an evaluation is necessary. It is in the student's best interest that parents pursue testing through their home public school district.

### **LIU #12 Speech Therapy**

A speech therapist is assigned to the school by Lincoln Intermediate Unit, one day a week. Students in the primary grades are screened annually. Other students may be referred by teachers or parents for help in speech development and language.

## **LOST and FOUND**

Clothing and unmarked personal items left on the playground, in hallways, lobby, and other areas in the school will be placed in the Lost and Found.

Parents can help alleviate the build-up of articles in the lost and found by marking your child's name on all items, coats, sweats, jackets, lunchboxes, and other personal items. It is the responsibility of the parents to instruct their children to take care of all clothing and personal items. St. Rose of Lima assumes no responsibility for these items.

Items left at the end of each trimester will be donated to the local GoodWill.

## **LUNCHES**

Students may bring lunch from home or purchase lunch from the school's kitchen. It is recommended that students with food allergies bring lunch from home as our kitchen is not able to provide alternative lunches and/or guarantee allergen-free lunches. **No fast food lunches may be brought into school by parents or sent to school via a food delivery service (i.e. – Uber Eats, Door Dash).**

A lunch schedule is posted on our website. **Parents are asked to provide drinks for their students for lunch. Payment must be handled through the online Lunchtime app. Please see administration for more details.**

If your student does not wish to purchase lunch or has allergies, he/she must bring a packed lunch from home. Parents/guardians must send all items necessary for students to eat their lunch including utensils. Plastic forks and/or spoons and condiments will only be provided for those students who purchase lunch.

Forgotten lunches may be brought to the school office throughout the morning. Students may not call home for forgotten lunches (unless there is a health problem), but will be served lunch from the cafeteria. No student goes without lunch.

If there is a two hour weather delay, lunches will still be served. School lunches are not served on half days of school.

### ***Lunchroom expectations for all students***

- Students are to report promptly to the lunchroom at the time assigned and may not leave until dismissed by a duty teacher.
- Students are not to share any food (due to potential food allergies).
- Plastic forks, spoons and/or knives will only be provided for those students who purchase lunch.
- Students may be assigned seating.
- On occasions when a classroom is used as a lunchroom, students may not eat at the teacher's desk.
- Students may not take food into the hallways and/or to their next class, but should finish eating while in the lunchroom. Drinks may not be saved.
- Students must help clean up the tables and floor before being dismissed from the lunchroom.
- Trash is placed in the large trash cans only.

## **MANDATED REPORTING**

St. Rose of Lima Elementary School's faculty and staff are required, by law, to report any suspicion of child abuse or neglect.

## **MANDATED SCHOOL HEALTH PROGRAM - School Nurse**

The Pennsylvania Public School Code requires certain school health services for all children of school age, regardless of the school setting. These services will be provided annually by a school nurse provided by the Spring Grove Area School District. Annual screenings for all students will include: growth screenings (height and weight) and vision screenings. Certain grades will also receive hearing screenings as recommended by the state.

## **MARRIAGE AND FAMILY POLICY/CUSTODY ISSUES**

St. Rose of Lima Elementary School is here to support parents/guardians in the education of their children. We know that difficult family circumstances can prove traumatic for children and impact their learning. In the absence of a court order to the contrary, academic records and other school information regarding children will be provided to the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with the court-certified copy of the court order.

The following procedures will help to clarify what can be expected from the school and from the parents in situations such as separation, divorce, or remarriage.

1. St. Rose of Lima Elementary School honors and respects legal limits and boundaries set by governing authorities. Court orders related to custody must be shared with the office. Unless a court order limits the educational rights of a biological parent, St. Rose of Lima Elementary School will provide school-wide and individual classroom communications to both parties. The responsibility of sharing hard copies of information falls to the parents to manage in alignment with joint educational rights described in the court order. If a court order is not established, it is assumed that both biological parents retain their educational rights and will have equal access to communication and academic records. It is the responsibility of any parent wishing to restrict the rights of a biological parent to provide legal documentation to support that decision. One parent-teacher conference will be scheduled per student so that both parents can hear the same information at the same time.
2. St. Rose of Lima Elementary School shall maintain strict neutrality between parents who are involved in a separation, divorce, or remarriage, as it is the intent of St. Rose of Lima Elementary School to promote the best interest of each student.
3. Disagreements must be resolved between the parents outside of the school. Unresolved issues can be negotiated with a third party such as a counselor or a family pastor. The school will not be party to family disagreements.
4. Transportation calendars must be provided to the office the week before the arrangements are to take effect. Changes to these arrangements can be made by contacting the school office at 717-792-0889 or by written note to the office and will be confirmed with both parties. Last minute changes to this calendar should be emailed or called into the office and will be confirmed with the other parent. If the parent to whom the child is normally released confirms this change, the request will be honored. If the parent to whom the child should be released is not accessible, a decision will be made by the Principal given the relevant information available at the time. For example, if the mother wants to pick up the child on Friday, and the documentation reflects that it is the father's weekend, but school staff was not notified of the change ahead of time, staff will contact the father before releasing the child to mother. If father cannot be reached, the arrangements previously provided will be honored.
5. Conferences and other communications with a step-parent, boyfriend, girlfriend will need to be done in the presence of a biological parent. Only biological parents can request changes to the custody agreements provided to the office.
6. St. Rose of Lima Elementary School wishes to remain neutral but informed as it relates to custody arrangements. Full and open communication is the best formula for achieving that goal.
7. One parent-teacher conference will be scheduled to discuss the child's progress and both parents will be notified of the appointment date and time. Parents will decide who will be in attendance at the conference prior to entering the school for the conference.



## **MEDICATION DISPENSING POLICY**

St. Rose of Lima Elementary School realizes that parents/guardians have the primary responsibility for the health care of their children. The school encourages that medication be given at home whenever possible for the safety of all students. **Students are not permitted to carry any medication (prescription or non-prescription) during the school day or carry any medication to/from school.** Medicine is not permitted to be transported on the bus. All medication that must be taken during school hours must be delivered directly to the office by the student's parent/guardian. The administration realizes that the following procedures may be inconvenient, but it is for the protection of all the students.

Any medication left at the school at the end of the school year will be discarded.

***Emergency Medication*** – (i.e. Epi-pens, Inhalers, Benadryl for allergic reactions) that is ordered by a physician to be taken at school/during school hours will need BOTH written parental/guardian AND physician permission. Parents/guardians must fill out a “School Medication Authorization Form”. Your doctor's office can complete this same form or provide their own official documentation and email it to the school office. We encourage parents to send a student's emergency inhaler and/or EpiPen to school, so it can be kept in the office. An Emergency Plan should accompany any Asthma inhaler and/or Epi-pen orders from physicians.

The following apply if a student must bring emergency prescription medication to school and prior approval from the school nurse and Principal is necessary:

1. The medication must be in the original container and clearly identified as to the name and type of medication.
2. The container must include the prescription label, with the student's name, drug identity, dosage instructions, doctor's name and prescription date.
3. The prescription must be current.
4. A note, dated and signed by the parent, giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary, must be provided with the medication.

For the safety of all involved, no exceptions will be made to these medication policies.

Students may not bring non-prescription or over-the-counter medication to school. No non-prescription or over-the-counter medication will be distributed by school personnel. If non-prescription or over-the-counter medication is necessary during the school day, a parent/guardian must bring it to school and administer it directly to the student.

## **MORNING ROUTINE - Common Homeroom**

School begins promptly at 8:00 AM. We begin in the gymnasium and this time includes, but is not limited to: daily rosary (all students are expected to bring from home a set of rosary beads), prayers, pledge of allegiance to the flag, announcements, and any other daily activity in the classroom.

**Attendance is taken during Common Homeroom.**

## **OFFICE**

Students are to give forms or money to their homeroom teacher at the beginning of the day. Any business requiring the attention of the secretary should be conducted at the sliding glass window. Parents/students may not enter the office door unless instructed to do so.

## **Office Telephone**

The St. Rose of Lima Elementary School office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school. Students may call home for health reasons, but not for forgotten assignments or materials.

## **Hours**

The main office is open from 7:30 AM to 3:45 PM, Monday through Friday throughout the school year. Summer hours are from 8:00 AM to 1:00 PM, Monday through Thursday. All business must be conducted during these times.

## **PARTIES/SOCIAL EVENTS**

Administration will set the schedule for all holiday parties and special events. All parties, special events or time out of the typical normal schedule must be pre-approved by Administration.

Please see the clearances required for volunteers in the Volunteer section of the handbook.

**Please note: To avoid social disturbances, no invitations for private/personal parties may be distributed in the classroom unless the entire class is invited.**

## **PLAYGROUND RULES**

Basketball, four-square, and bouncing ball games may be played on the blacktop. Balls are never to be thrown at another student. Games involving physical coordination or jumping rope are encouraged, while games involving any physical talking, kneeling, or rough contact are prohibited. No hard balls, sticks, or dangerous equipment may be used. Students are to report any difficulties to the supervisor on the playground at the time. Students may not return to the building without permission, unless an emergency arises, in which case they report immediately to the adult in the Office. Students should never remain on the playground unsupervised.

## **POSITION AND AUTHORITY OF TEACHERS**

The administrative staff and teachers have the authority over any and all students whether or not they have the student in class. Teachers have been given designated professional responsibility to correct unacceptable behavior of any student on the St. Rose of Lima Elementary School grounds and at any school-sponsored activity. Students are urged to respond in a positive manner by stopping or avoiding those actions which are unacceptable at St. Rose of Lima Elementary School or dishonoring God. Students who choose to be insubordinate after being corrected will be referred to the Principal (or in the case of an after-school activity, to the person in charge).

Faculty members will periodically evaluate students' conduct as well as their academic performance. If a problem persists, parents/guardians will be contacted by the administrative staff and the administration may choose to place the student under disciplinary probation. Students whose attitude and conduct continue to be in opposition to the basic values of the school place their continuance at St. Rose of Lima Elementary School in jeopardy. Discipline will be administered in accordance with

biblical principles by the teacher with the support of the Principal. Parents/Guardians will be called upon to assist in correcting continuing problems.

**It is never correct for a student to refer to a teacher or staff member other than by Dr., Mr., Mrs., Miss and their last name.** Any student who addresses or refers to a teacher or other staff person using inappropriate or insulting language will be redirected.

### **PUBLICATION**

St. Rose of Lima Elementary School publishes student photographs, artwork, class work, and recognizes student achievements on the school website, calendars, social media, etc. Parents/guardians must complete the form in the handbook **and return by the first day of the current school year.** The school must have this form for each student enrolled.

### **REGISTRATION**

Registration is announced through the parish and school websites, bulletin, and social media. Traditionally it occurs before the spring of the present school year. Dates are set and announced by the principal and school board, with the Pastor's approval. New registrations are on a trial basis to ascertain if we can meet the academic, spiritual, and emotional needs of the student. After 30 days, an assessment is made by the staff to determine if the student should remain during the first trial year. As a Catholic parish school, St. Rose of Lima Elementary School gives preference in admission to Catholic students living within the parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to non-Catholics. Preference will be given to existing students and siblings.

St. Rose of Lima Elementary School, rooted in Catholic values, strives to achieve educational excellence by facilitating the intellectual, spiritual, and physical growth of each student and promoting a community of faith, hope, love, and service; therefore it does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of educational policies, admissions policies, loan programs, and athletic or other school-administered programs.

St. Rose of Lima Elementary School follows Diocesan Policy #5150 and does not prohibit admission or discriminate against students who attend or desire to attend solely because of HIV infection, AIDS, or related diseases.

### **REPORT CARDS**

Report cards are issued three times a year for Kindergarten through grade 6. The ending dates of the trimesters are clearly marked on the yearly school calendar. Report cards are sent home with students in trimester one and two. Final report cards are mailed home at the end of the school year once all financial obligations have been met.

### **RETENTION/PROMOTION**

St. Rose of Lima Elementary School reserves the right to retain any student for academic, social, emotional, or maturity reasons. Parents can assume their child will be promoted unless the alternative of retention has been discussed with them during the school year. The Diocesan policy for grade retention is followed. Promotion and retention are based on evaluation of academic, physical, social and emotional growth. Retention is considered a more positive alternative during early grades. Retention of students should be rare, and is not to be for punitive reasons. Retention is appropriate

where it is intended to enable a student to gain future developmental, emotional and/or educational maturity and success. Summer school or private tutoring totaling 30 hours must be employed to make up failing grades, and the student's parents are responsible for any necessary costs incurred. Students may not be promoted without completing a summer course as determined by St Rose of Lima Elementary School. A 4th-6th grade student is eligible for retention if the year-end average grade for two major subjects falls below a "D." Major subjects are Religion, English Language Arts, Math, Science and Social Studies. Parents are involved in any retention decision, but the final decision will be made by the Principal.

### **SAFETY DRILLS/FIRE ALARMS**

Safety drills, fire drills and/or intruder drills are typically practiced once per month throughout the school year.

### **SCHOOL ADVISORY BOARD**

The St. Rose of Lima School Board is a **consultative body that engages and assists** in long-range planning to ensure the Catholicity, educational quality, and financial stability of the school. The board acts as a liaison to the parish, alumni, and broader community on behalf of the school.

The School Advisory Board meetings are open to everyone. Items for the agents should be submitted to the School Board President one week prior to the designated meeting day.

### **SCHOOL NURSE**

A school nurse is provided by the Spring Grove Area School District. The nurse charts height and weight changes and provides scoliosis, visual and hearing screenings, as prescribed by the State. Parents are notified of any areas of concern or recommendations.

St. Rose of Lima Elementary School follows Diocesan Policy #5150, concerning Universal Precautions to prevent the spread of infectious diseases.

### **STUDENT EMAIL POLICY**

During the course of the school year, St. Rose of Lima Elementary School may provide St. Rose of Lima Elementary School email addresses for students. **St. Rose of Lima Elementary School expectations for behavior and language in the use of these email accounts must be consistent with our code of conduct standards.** The guidelines listed below are intended to govern the use of St. Rose of Lima Elementary School email accounts and Google Drive whether the account is accessed inside or outside of the school environment or on school-owned, public, or personal computers.

#### **General guidelines:**

- **Students must use their St. Rose of Lima Elementary School email accounts to communicate with their teachers.** Teachers will direct students to only use these emails.
- Students must use their email accounts to communicate with their teachers about school related topics only.
- While students may email teachers, they should not expect teachers to email assignments to them or to provide private tutoring through email. Teachers will make every attempt to respond to student emails within 24 hours of the next business/school day.
- Students may not ask for or respond to emails requesting personal information not related to a school project.
- **Students must use the approved signature on their school email accounts.**

- Parents/guardians should not use their children's accounts as a way of communicating with their children's classmates or teachers.
- The ability of St. Rose of Lima Elementary School to protect privacy does not extend outside of St. Rose Elementary School accounts. Therefore, parents/guardians agree that St. Rose Elementary School is not liable for any threatening, defamatory, obscene, offensive, or illegal content received from any other party, nor is it liable for any infringement of another's rights that may occur.

Additional information regarding email is listed in the Acceptable Use Policy found in the Student Handbook Appendix A. Parents and students are required to sign and abide by the guidelines found in the Acceptable Use Policy.

## **SUSPENSION**

St. Rose of Lima Elementary School follows Diocesan Policy #5114.A, which provides:

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immaturity, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulation of the school. A letter stating this fact is to be sent to the parents/guardians.

Out-of-school suspensions are served at home. All make-up work is assigned upon return and is to be made up within one week of return date. A student may not participate in any extracurricular activities on a day of suspension.

In-school suspensions consist of the student's removal from the classroom and from contact with classmates, and the completion of academic assignments in the school office or other supervised area. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for the misconduct has been effectively eliminated. A student who has been suspended must be present with at least one parent/guardian to meet the Principal on the day of return to classes. **A successful conference must be held prior to the student returning to school.**

## **TESTING**

St. Rose of Lima Elementary School uses the STAR Assessment, Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and Fountas and Pinnell Reading assessment tools to examine students' strengths and needs in Language Arts. In Math, a benchmark screening is administered in the fall, mid-year and in the spring using the STAR assessment. Test results may determine eligibility for special programs and help in local and Diocesan curriculum evaluation and planning.

## **TRANSFER STUDENTS**

Students transferring from other schools must provide copies of the most recent academic record.

**Students are admitted on a trial basis to determine if St. Rose of Lima Elementary School can**

**meet the academic, emotional, and spiritual needs of the student. An evaluation on the part of the staff will be conducted within 30 days and will be ongoing as it is determined if the student should remain for the rest of the school year.** At the end of one year, or sooner, written notice will be given to the parents of the student if it has been determined the school cannot meet the learning needs of that student. Official academic and conduct records will be requested from the previous school(s). Parents/guardians must sign all permission forms for transferring these documents in order for a student to be accepted and remain during the trial year. Refer to Diocesan Policy Handbook #5112.4 for further requirements.

### **TRANSPORTATION CHANGES**

Parents must contact the office if there are to be any changes to a student's transportation.

#### **Examples of a transportation change -**

- Change from riding bus/van to private car
- Changing from private car to riding the bus/van
- Early dismissal request when leaving for the rest of the day
- Change in who will be picking up the students
- Change in student staying/not staying for Extended Care

#### **How to notify the school of a transportation change -**

- Contact the school office at 717-792-0889 with the transportation change no later than 1:00 PM.
- ***If you have an emergency transportation change after 1:00 PM, you must call and speak with the office secretary.***
- In addition to notifying St. Rose of Lima Elementary School, please text the bus/van driver of the change.

#### **Long Term Transportation Changes -**

If a parent must make a long term change to their child's transportation, a change from bus rider to private care, private car to bus rider and/or change districts for busing, please the school office at 717-792-0889. Arranging busing through the school districts requires parents/guardians to complete the school district's specific form and then it can take up to a full school week or longer for that transportation to be planned and scheduled.

#### **Car Pooling -**

If parents/guardians wish to carpool with another family, arrangements must be made between the two parties and the school must be notified with written permission from the two parties at least 24 hours prior to the scheduled day.

#### **School District Transportation -**

Only students who live in a specific school district and have a registered transportation form on file with that school district may ride the bus/van. **Visitors and/or non-registered students are not permitted, under any circumstances, to ride the district bus or van.**

### **TUITION AND FINANCIAL POLICY**

At St. Rose Elementary School, all families are expected to keep their accounts paid up to date. In the event that your account becomes delinquent, it is important that you communicate with the business office as soon as possible to make arrangements to bring your account up to date.

**If a family falls two (2) months behind in tuition payments, the children from the family may be denied admission on the first school day of the third month.** The Administration may choose to allow the children to continue to attend school if the family keeps in contact with the school, makes regular good-faith payments, and demonstrates in the near future potential to become current with their tuition account. If a family's account remains delinquent at the end of a marking period, the school will hold report cards and other student records until the account is paid up to date.

#### **Returned Check Policy**

1. A fee of \$35.00 will be assessed in the event of a returned check.
2. In the event of a returned check, the payment received date will be considered to be the date that the check finally clears or another method of payment has been made. The returned check does not serve to relieve the account of overdue or delinquent status.
3. Academic records will not be transferred until the outstanding balance payment has cleared or arrangements have been made.
4. No student, nor sibling of a student, shall be allowed to register for the next school year if an account is delinquent as of the registration date.
5. No student shall be permitted to begin an academic year with an outstanding balance.
6. No transcripts or records will be released to families with an outstanding balance.
7. A School Board Financial Team shall be appointed by the Pastor and Principal for the purpose of administering the Tuition Payment Policy.
8. Failure to return any acknowledgment of receipt of this policy does not remove the responsible party from the terms set forth above.

#### **Catholic School Tuition Subsidy Eligibility Requirement:**

The York area is very blessed to have fine Catholic Schools where the Catholic way of life is taught and lived daily. St. Rose of Lima Elementary School is one such school. The academic records and the success of the students have proven that our Catholic Schools provide the foundation parents desire for their children to prepare them for adult Christian life. Catholic Schools are possible because parishes like ours subsidize (offer financial support) student education to make tuition affordable for parents. Our Catholic Schools are a wonderful gift and the mutual responsibility of both parents and the parishes who support our schools. Tuition alone does not support Catholic Schools. The financial subsidy given by the parish not only makes tuition affordable but contributes greatly toward the total cost of education in our schools. **In order to be eligible for the parish subsidy, the family must be (and remain) registered, active members of St. Rose of Lima Parish or another Roman Catholic Parish and make regular monetary contributions to the Sunday collection.** Such contributions will be recorded using the preprinted collection envelopes. These envelopes are provided monthly when a family becomes a registered member of the parish. Such contributions not only provide support to our Catholic Schools, but they are the main source of income for the entire mission of the parish. If you have any questions or concerns about these eligibility requirements, please contact Fr. Celestine Nwakwuo, Pastor, in the Parish Office to discuss your situation. Thank you for your on-going support and participation in St. Rose of Lima Parish and St. Rose of Lima Elementary School. Catholic Education is vital to our children, the Church, and our society.

#### **Separated families**

Please note that both parents are held responsible for the tuition. In the event that an account becomes more than 30 days past due, the parent that is not responsible for the monthly tuition payment will be notified of the delinquency in order to ensure both parties are aware of the payment requirement and

the potential for denied admission to the school. The other parent will be asked to contribute to the tuition to bring the account up to date for their child/ren. Should you have any questions about this policy, please contact the business office in order to discuss.

### **Withdrawals**

When a student withdraws during a fiscal school year (July 1 – June 30) a 30-day written notice must be given to the office. The family will be charged for all days attended and any school days included in the 30-day notice period. **Academic records will not be released until all financial obligations to the school are met.** In the event a family withdraws with an unpaid tuition balance and no payment plan in place, at 90 days the account will be submitted to a collection agency whose fee will be added to the outstanding tuition balance.

### **Virtual**

Should the school be required to move to virtual for any reason, student tuition is still due as previously agreed upon and would not be reduced unless determined by the administration at the time of the event. The above tuition requirements for the family would remain the same. Please reach out to the business office if your family is experiencing financial hardship at any time to discuss alternate payment options.

## **VISITORS TO THE SCHOOL**

For the safety of our children, faculty, and staff, all doors are locked at all times. Parents are welcome to visit the school at any time but are requested to make prior arrangements with the school office. Visitors must buzz at the front door and identify themselves to be admitted into the building. All visitors must sign in, obtain a visitor's badge, and sign out when your visit is complete. During the school day, no one may go to a classroom without prior permission of the Principal.

The following guidelines are in place for visitors:

- **Upon entering St. Rose of Lima Elementary School, all visitors will be asked to present an ID such as a driver's license and must sign-in upon arrival.**
- Visitors will receive a visitor's badge. The visitor badge must be worn during the entire visit. Upon leaving the premises, visitors must sign out and return the badge.
- No parents, guardians, are permitted to freely walk through the halls while school is in session.
- No parents, guardians, or visitors, former students, alumni and/or other guests are permitted for lunch with students.
- Former students, alumni and/or potential new students shadowing must have prior approval from administration before visiting classrooms and walking through hallways while school is in session.

These policies will help to locate people in the building, minimize the possibility of any unauthorized person(s) being in the building, and enable the office to keep efficient records.

St. Rose of Lima Elementary School reserves the right to restrict visiting privileges to anyone who is in violation of school policies.

**AS A SAFETY PRECAUTION, STUDENTS ARE NOT TO OPEN SCHOOL DOORS FOR ANYONE.**



## **VOLUNTEERS**

St. Rose of Lima Elementary School considers its volunteers invaluable. Through the generosity of volunteers, the school can offer more attention, individualization, and programs to all students. Volunteers can assist in the library, supervise lunch, outdoor recess, speed up lunch lines, read to and with students, guide independent activities, help with special projects, etc. Others help at home with researching, cutting, phone calls, work on committees for marketing and development, technology, and so forth. Involved and supportive parents are the backbone of any school's success.

To ensure the safety of our students, all volunteers must comply with the Diocesan Youth Protection Program. Full details of the program can be found at [www.hbgdiocese.org](http://www.hbgdiocese.org). These details can also be found on the church website at [www.saintroseoflimayork.org](http://www.saintroseoflimayork.org) or contact the school office.

All clearances need to be returned into the school office and must be within the current year to accompany the volunteer badge application. Computers are available at the school for those without internet access and want to pursue seeking their clearances.

Our students are precious. As Catholics we value life and our students' safety. We require all volunteers, including field trip chaperones, to be in compliance with Diocesan Policy.

## **WEAPONS OR THREATS OF VIOLENCE**

St. Rose of Lima Elementary School follows Diocesan Policy #5137.5, which provides:

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from the school.

The Principal reserves the right to define "weapon" in the case of objects rather than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon.

The Principal is to notify the local authorities of all weapons violations.

### *Threats of Violence*

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials are notified. Students making threats against others, whether in or outside of school time, may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/herself, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

## **APPENDIX**

The Principal and/or St. Rose of Lima Elementary School School Board retains the right to amend the handbook with the Pastor's approval. Parents and students will be given notification when changes are made.

### **Appendix A – Computer Acceptable Use Policy**

#### **ACCEPTABLE USE POLICY**

##### *Acceptable Use Policy*

Internet access is available to students, teachers, and staff at St. Rose of Lima Elementary School. Our goal in providing this service is two-fold: first, to teach students about the internet and how to use it, due to its rapid growth as a research and communications tool; and second, to promote educational excellence by providing access to information which may be exclusively or more easily found on the internet.

No form of technology, however beneficial, can be considered perfect, and every innovation presents problems, which must be managed carefully. The ability to communicate with others and to have access to information raises the possibility that users of the internet may be exposed (intentionally or not) to material that may not be of educational value in a school setting. We continue to take precautions to restrict access to undesirable material by teaching students about responsible use and by implementing reasonable controls, including filtering software, to limit student access to inappropriate materials.

The equipment software and network capabilities provided through St. Rose of Lima Elementary School computer network is the property of the school. All users of computer equipment and network are expected to conduct themselves in a proper fashion, befitting the Catholic values of the school. The use of these resources is a privilege, not a right. **Misuse of these resources will result in the suspension or loss of these privileges, as well as discipline of financial, legal or other consequences.**

The school does not guarantee that the information or services provided through the system will be error-free. The school will not be liable for damage you may suffer, including but not limited to loss of data or interruption of service. The school will not be responsible for financial obligations arising from the unauthorized use of the system. The school is not responsible for backing up student files.

The decision of the school regarding inappropriate use of computer technology and resources is final. Monetary remuneration will be sought for any damage requiring replacement or repair of equipment, as well as reimbursement for any costs incurred in seeking or obtaining reimbursement, including but not limited to reasonable attorneys' fees, court costs, and any other expenses related thereto.

Before being given access to the internet through the St. Rose of Lima Elementary School network, students will learn about the proper use of the network and to review the terms of this Acceptable Use Policy. The use of the network and internet access will also be reviewed and monitored periodically.

Examples of unacceptable use of these computer resources include, but are not limited to, those uses which violate the law, or the endangering of the integrity of security of any network connected to the internet. Some unacceptable practices include:

- The transmission of any material in violation of any United States or state law, including but not limited to: threatening, harassing, pornographic, or obscene material or information connected with any other illegal act.
- The transmission of copyrighted materials without the written permission of the author or creator in violation of U.S. copyright law.
- Network resources used in a manner which is disruptive to the work or educational environment.
- The use of computer resources for personal financial gain. You may not offer, provide or purchase products or services through the St. Rose of Lima Elementary School computer system, except for school-sanctioned fundraising projects.
- Reading, copying, stealing, deleting or modifying e-mail messages, files or other data belonging to other users.
- The willful destruction of computer hardware or software, or any attempt to exceed or to modify the limits of the system. This includes the creation, propagation or use of degenerative computer codes, including but not limited to, viruses, worms, or bombs.
- The use of obscene, threatening, or disrespectful language. You are expected to demonstrate the same level of appropriate conduct as is required in face-to-face or written communications. The use of anonymous messages, or messages which you attempt to attribute to another person, will also be treated as a violation of this policy.
- Plagiarism is prohibited. Plagiarism is the taking of ideas or writings of others and presenting them as if they were yours.

The responsible use of the St. Rose of Lima Elementary School computer system and internet access requires the following:

- Students should safeguard personal information about themselves or others, including address, telephone number, school address, work address, and the like.
- Students are responsible for their individual computer files and should take reasonable precautions to prevent unauthorized access to them. Under no conditions should students provide their password to another person.
- Students should use the system only for educational activities related to their studies at St. Rose of Lima Elementary School.
- All communication and information that is generated on a student issued Chromebook is subject to review by administrators at St. Rose of Lima Elementary School. Students may be asked to turn in Chromebooks for investigation where misuse is suspected to have occurred.
- If students access inappropriate information by mistake, they should immediately tell a teacher or another person responsible for the operation and supervision of the St. Rose of Lima Elementary School computer network.
- Students are not to disclose or share personal information about yourself or others when online.
- Students are not to use any programs or software that might allow you to bypass the filtering/security systems in place, such as VPNs.
- Students are not to install or attempt to install programs of any type on the computers.
- Students may not alter any computer settings or passwords.
- Students may not open any attachments to emails, unless you know and trust the person or organization sending the attachment.
- Students may not download, use, copy, or otherwise duplicate, and/or distribute copyrighted materials without the specific written permission of the copyright owner, except for educational purposes where duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC). This includes the work of others within the school system.

- Students may not upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- Students may not create or administer social media accounts using St. Rose of Lima Elementary School's name or logos.
- Students must be responsible when using technology to communicate with others.
- Students must be courteous and respectful of the opinions of others while communicating online.
- Students must use the approved school signature in all email communication sent via their St. Rose of Lima Elementary School email account.
- Students must refrain from impersonating another user online.
- Students must not take or distribute images of anyone without their permission, and do not take or distribute inappropriate images of yourself.

The school has the right to take action against any student involved in incidents of inappropriate behavior covered in this agreement, in or out of school (examples would be cyber-bullying, use of images, or personal information, etc.).

**If any student fails to comply with the Acceptable Use Policy Agreement, they will be subject to disciplinary action.** This may include loss of access to the school network/internet, parent notification, and in the event of illegal activities, police involvement.

In the event the violation of this policy subjects the St. Rose of Lima Elementary School to liability for damages or penalties sought by any person or other entity, the responsible person or persons, as determined by the school, or his or her parents or guardians, should indemnify and hold the school completely harmless from damages, costs, expenses or losses of any kind.

### **Responsibilities of the User -**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. St. Rose of Lima Elementary School students and staff and all those who use the school's technology-oriented devices are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used through a safety platform called GoGuardian, but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

### **Internet -**

St. Rose of Lima Elementary School adheres to the policy stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph from Policy 6230:

*“The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any*

*format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the Diocese.”*

### **Consequences of Misuse -**

The use of the Internet, server, and computer equipment is a privilege, not a right. Attempts at inappropriate use will result in the cancellation of those privileges. If there are violations of this privilege, depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the server or the Internet may result in one or more of the following consequences:

1. suspension or cancellation of use of access privileges
2. payments for damages and repairs;
3. discipline under appropriate school and diocesan policies, or civil or criminal liability under other applicable laws.

Students who do not use the Internet and other computer resources in an ethical manner will lose computer use privileges at the school. The principal will determine if further disciplinary action is necessary. Disciplinary or legal action may be taken by the school or by other interested parties.

### **Loan of School-Owned Chromebooks or iPads -**

In an effort to ensure that all students are able to access educational materials while in school, St. Rose of Lima Elementary School will loan Chromebooks to students to use on campus only. **No Chromebooks will be permitted to go home with students unless otherwise arranged with the Administration and the Director of Technology.**

### **Device Usage -**

1. All usage of the device must be school related. Students must continue to abide by the school's Acceptable Use Policy when using the device at home.
2. The device's Internet connection is filtered. However, no filter is perfect and it is acknowledged that some objectionable material may still be accessible.
3. Altering the device's settings or configuration or content on the device (apps or ebooks) is strictly prohibited; doing so will result in loss of the privilege to sign out devices in the future. The iPad case should not be removed.
4. St. Rose Elementary School does not actively track student activities on the devices.
5. Security software utilizing the microphone, webcam, or a keystroke logger is not used.
6. Web browsing history and system logs may be consulted if necessary.

### **Financial Responsibility -**

The student's family will become financially responsible for the device in certain situations. Areas of financial responsibility covered by the student's family include:

1. Preventable damage from liquid, excessive heat, or other foreseeable environmental threats.
2. Preventable damage from carelessness - i.e. closing the LCD display of a laptop on a pen or pencil.

3. Theft or loss resulting from inadequate security precautions - i.e. leaving the device in plain sight inside a parked car.

**Areas of financial responsibility covered by the school -**

1. Hardware problems that may occur during normal.
2. Theft of the device when adequate security measures have been taken - an official police report must be supplied. The school office should be notified immediately in the event of any damage or theft.

**Cyberbullying Clause**

St. Rose of Lima Elementary School strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of St. Rose Elementary School to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of St. Rose Elementary School by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of St. Rose of Lima Elementary School, offenders shall be the subject of appropriate discipline. This includes home devices as well as school equipment.

All forms of cyberbullying by St. Rose of Lima Elementary School students are prohibited. Anyone who engages in cyberbullying is in violation of this policy and shall be subject to appropriate discipline.

Students who have been cyberbullied must promptly report these incidents to the Principal. Complaints of cyberbullying will be investigated promptly, and corrective action will be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint. St. Rose of Lima Elementary School will annually inform students that cyberbullying of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free of cyberbullying. Each student shall be responsible to respect the rights of his or her fellow students and to ensure an atmosphere free from all forms of cyberbullying. Students are encouraged to report cyberbullying complaints to administration. The administration, after receiving a cyberbullying complaint will investigate to determine if cyberbullying has occurred.

If the behavior is found to meet the definition of cyberbullying, written documentation must be submitted to the principal. The principal will inform the parents of the victim and person accused. An investigation will ensue. After the investigation, the principal will take corrective action to ensure that the conduct ceases. Computer and network use is also subject to Pennsylvania and Federal laws and regulations. Suspected violations of applicable law are subject to investigation by school and law enforcement officials. The applicable laws are: Federal Copyright and Wire Fraud Laws, Federal Computer Fraud and Abuse Law, Federal and Pennsylvania Child Pornography Laws, Children's Online Privacy Protection Act, Pennsylvania Computer Crime Law, Pyramid Schemes/Chain Letters, Defamation and Common Law Actions for Invasion of Privacy Legal Issues Laws governing computer

use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law.

### **ARTIFICIAL INTELLIGENCE (AI) USE POLICY**

As advancements in technology continue to shape the world around us, St. Rose of Lima School is committed to teaching students how to use such tools in a safe, ethical, and faith-informed manner. At this time, the use of artificial intelligence (AI) tools (such as ChatGPT, generative image creators, or AI-based writing platforms) by students is strictly prohibited.

#### **Student Use of AI**

- Students may not use AI tools—whether on school-issued devices, personal devices while on campus, or at home for school-related assignments.
- Teachers may educate students about the ethical implications and appropriate use of AI tools, and may demonstrate their use in controlled, instructional settings to promote awareness and responsible digital citizenship.
- Any student work submitted must be their own original creation. The use of AI-generated content without explicit permission will be considered academic dishonesty.

#### **Consequences for Student Use of AI**

Violations of this policy will result in the following consequences:

1. First Offense: The student will be required to redo the assignment with a teacher after school. Parents will be notified.
2. Second Offense: The student will receive a zero for the assignment. Additional disciplinary measures may be considered.
3. Use of AI on School Devices: Students who access or attempt to access AI tools on school-owned devices or while using the school network may face the loss of technology privileges for a period of time determined by the principal.

### **TEACHER AND STAFF USE OF AI**

Teachers and staff may use AI tools:

- For instructional planning, assessment design, communication, and professional development.
- To model ethical and appropriate AI usage in age-appropriate ways to students.
- With transparency and discernment, ensuring that any use aligns with our school's Catholic identity, mission, and values.

### **Catholic Schools of the Harrisburg Diocese Policy on Posting Information on the Internet**

This internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff and our students on the internet. No person is permitted to use images of the school, the school logo or seal, school staff, or students in any form on the internet or in any form of electronic communication without specific written permission from the chatroom, email, or other images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning in the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish

## **ANTI-HAZING POLICY**

5136 C

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students. Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding." (From Act 2016-31) Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law.

Policy adopted: July 1, 2016 RWG/Bishop of Harrisburg

## **GENDER IDENTITY QUESTIONS - STUDENTS**

5112.6

Catholic educators as well as all other members of the school staff and community are called to be witnesses to Jesus Christ and His Church. The policy on gender identity distinguishes between two different conditions (1) where a child is born with sexually ambiguous genitalia and (2) where the gender identity question is psychological in origin. In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex. This policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in the immoral action and impose an unacceptable burden on others in the school community. When parents enroll a child in a Catholic school in the diocese they agree that they will not publicly act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

Policy adopted: January 1, 2015 RWG/Bishop of Harrisburg



### **Policy of Equal Opportunity**

The educational system of St Rose of Lima Elementary School is committed to equal opportunities and does not unlawfully discriminate on the basis of race, color, national or ethnic origin, sex, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to St Rose of Lima Elementary School and Title I of the Americans with Disabilities Act in the educational programs or activities which it operates. The Educational System Policy is not to unlawfully discriminate in educational programs and activities and services. It admits both employees and students of any race, color, national and ethnic origin, sex or disability and extends to all the rights, privileges, employment opportunities, programs, activities, and services generally accorded, or made available, in the programs and activities. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan policies, athletic, or other school administered programs.

**St. Rose Elementary School  
2025-2026  
Acknowledgment of Handbook**

By signing below, you acknowledge receipt of a copy of the 2025-2026 Student Handbook for your family. You agree that your family will read and discuss this handbook. Failure to read this handbook will not relieve your responsibility to know the contents, to understand and abide by the policies and procedures, or to act appropriately while in school and in attendance at school-related functions, etc.

We reserve the right to make changes and amendments to this handbook at any time. Parents and students will be notified of these changes by email, mass notification, or through the Parent Weekly Update.

Questions on the contents of this handbook should be asked of school administration within one week of the start of the school year or within one week of the family's enrollment at St. Rose of Lima Elementary School.

Date Handbook Received: \_\_\_\_\_

Child's Name(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Please sign and return this form by Friday, September 5, 2025**