



ST. ROSE OF LIMA SCHOOL

WARWICK, RHODE ISLAND

STUDENT AND FAMILY HANDBOOK

Early Childhood through Grade 8

"We See the Face of Christ in Everyone We Meet!"

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Accredited by
The New England Association of Schools and Colleges
Member of the National Catholic Education Association

Revised June 2017

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I. PRINCIPAL'S WELCOME

I am delighted to be a part of the Saint Rose of Lima community. As our school celebrates over 50 years of Catholic Education, I am pleased to inform you that we continue to thrive by constantly educating ourselves as a faculty and staying current with the highest academic learning standards. My goal as principal is to continue to build upon this exceptional school by working together, as a unified team, and to keep moving forward so that our students can experience the best possible Catholic Education. One of the many quality aspects of Saint Rose is that it is small and allows ample opportunity for faculty to share ideas; and it permits students, teachers, families, and staff to collaborate together as well.

Our community shares a common bond; and that is our belief in Catholic Education and the impact it makes in helping children develop academically, socially, and most important of all, spiritually as children of God. As administrators, faculty and parents, it is our goal to provide students with an excellent academic curriculum so that they are challenged and well-prepared for the future; but it is also our expectation that the environment be spiritual.

See the Face of Christ in Everyone You Meet is the standard by which the faculty and families of our school strive to live; and one of the best ways that we can help our pupils develop spiritually is by demonstrating our own commitment to the church. If our faith in Jesus Christ is strong, it will unequivocally radiate among our students.

I want to thank the diocesan leaders for their support; but I also want to thank parents, grandparents and guardians alike for the sacrifices that you make to ensure that your loved ones have an opportunity to attend and blossom at Saint Rose. Your investment in their education is one of the greatest and most rewarding gifts that you can give them; and your dedication to Catholic Education is uplifting and greatly appreciated. Please know that my door is always open to you.

As an educator that has spent her entire pedagogical career in Catholic Education, I am truly privileged to be a leader among a close-knit community that is committed to teaching young people the living faith as exemplified by our Lord, Jesus Christ.

God Bless You All in Your Vocation!

Kim D. Izzi, MAT, MA
Principal

II. MISSION STATEMENT

The mission of Saint Rose of Lima School is to develop responsible, compassionate, life-long global learners and problem solvers who contribute their individual talents and live their faith. We are a community of students, parents, and teachers who, with the grace of God, are dedicated to academic excellence, spiritual development, and service to others.

III. HISTORY OF THE SCHOOL

Founded by the late Msgr. John W. Struck, Saint Rose of Lima School opened its doors in 1966. In December 1996 we became the first Warwick school, public or private, to receive accreditation from the New England Association of Schools and Colleges (NEASC). Our school excels to this day because of the community of believers of Saints Rose and Clement Parish, who understand the important mission of Catholic Education. Saint Rose of Lima School proudly reflects the Catholic values and traditions that form the backbone of our curriculum. Jesus Christ is the Chief Teacher in our school as we are faithful to the Roman Catholic Church in every way.

IV. ADMISSION AND REGISTRATION

Saint Rose of Lima School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school's program requirements.

Although Catholic schools do not discriminate on the basis of race, color, national or ethnic origin, it remains the primary purpose of Catholic schools to serve Catholic students and their families. A student not of the Catholic Faith who is to be enrolled at Saint Rose of Lima must follow the program of religious studies including attendance at liturgies and participation in Christian service projects.

The normal registration time for the next school year will begin in January. Priority of acceptance into the school will be determined by the following criteria:

- 1) Currently enrolled families who are registered, active parishioners.
- 2) Currently enrolled non-parishioners.
- 3) New families who are registered, active parishioners.
- 4) New families who are non-parishioners.

If classroom space remains available after the initial in-house registration period, priority of acceptance will be determined by the administration. If the maximum classroom or school enrollment is attained, a formal waiting list will be established at the school office, and classroom vacancies will be filled according to the above criteria. Parents who are reregistering returning students are required to submit a completed registration form annually and family registration fee. Family accounts must be current, or the application will not be processed or accepted until such accounts are current.

New Students entering Rosebuds, a program for 3 year old children, must be age 3 on or before September 1st of the new school year. Students must be fully toilet trained. Students entering Pre-Kindergarten 4 must be four (4) years old on or before September 1st of the new school year. Children who turn 5 on or before September 1st are eligible to attend kindergarten that school year. Children who turn 5 after September 1st are not eligible to attend kindergarten that year. Children entering first grade must be six years old on or before September 1st and have successfully completed kindergarten.

The Principal or her representative must interview prospective new students for grades 6-8 and their parents. Requests for grade eight admissions will be considered on a case-by-case basis.

Placement testing may be required for any student. New students accepted to Saint Rose of Lima School are placed on a probationary period of at least one trimester or twelve weeks. New students, once accepted, are required to submit:

- 1) Copy of latest interim or report card from the current school
- 2) A copy of most recent standardized test results
- 3) A teacher recommendation
- 4) DH Form 680 Immunization Record

- 5) DH Form 3040 Physical Examination
- 6) Certified copy of a birth certificate
- 7) Registration form and nonrefundable fee
- 8) Copy of the child's Baptismal certificate (for Catholic students)
- 9) Current Individual Education Plan (IEP) forms, 504, or PLP plan if applicable
- 10) Shadows are encouraged for all grades

NOTE: Students coming from other Catholic or private schools must have cleared their accounts at the former school before beginning school at Saint Rose of Lima School.

V. TUITION AND FEES

The annual school budget is prepared based on projected enrollment for the coming school year. As students register for the new school year, supplies, materials and textbooks are purchased and procured, and staff is hired to provide a sound educational program for the enrolled students. **Tuition payments begin July 1st in order to assure that each classroom is properly staffed and fully supplied for September. Families must be registered for FACTS by end of May 2018 for the 2018-2019 school year.**

Fundraiser Fee: Each family will be charged a \$250 fundraising fee through FACTS Management.

Parishioner Rate: If you are a registered member of Saints Rose & Clement Parish, attend Mass weekly and contribute at least \$10 per week, then you qualify for the Parishioner tuition rate. If the minimum is not maintained, a family will be changed to the "Non-Parishioner" rate and billed accordingly. Contributions will be checked on a quarterly basis.

Non-Parishioner Rate: If you are a member of another parish or of another Faith, then you qualify for the Non-Parishioner rate. If you are a registered and active member of your church, you may be eligible for assistance. Please check with your pastor or religious leader.

In order to facilitate the collection of tuition and to assist parents in their monthly personal budgeting, several payment options are available. The payment plans include:

- Pay in Full – July of upcoming school year (no fee)

- Two Installments – July and January (\$20 fee)
- Ten Installments – July through April (\$45 fee)

Additionally, you may choose a due date of the 1st or 15th of the month. Saint Rose of Lima School employs FACTS Management Company for tuition billing and payment processing. The FACTS enrollment fee (if applicable) is payable directly to FACTS Tuition Management. You will be billed or charged directly by FACTS Tuition Management within 14 days of your enrollment. Please do not include their fee with your registration packet.

Financial Aid

Tuition assistance is available for children who attend Saint Rose of Lima School. Parents/Legal Guardians are required to file a FACTS Grant & Aid Application (including a copy of your IRS Federal Tax return) with FACTS Grant & Aid Assessment for the school year beginning the following fall. You apply online at <https://online.factsmgt.com> through your FACTS Tuition account. The link to FACTS can be found on the Saint Rose School website at www.saintroseschool.com. Applications are processed online through your FACTS Tuition account. No financial aid is granted without the proper filing of all necessary forms and documents. Please note: **Financial aid is NOT granted to Pre-Kindergarten students.**

There are two financial aid options:

1. **The Diocese of Providence** sponsors a tuition assistance program for children of modest means. All Diocesan aid is given on the basis of demonstrated need and made possible through contributions given throughout the Diocese to the Catholic Charity Appeal. The Diocese determines who is eligible for assistance by reviewing the information gathered through the FACTS Grant & Aid Assessment process. Awards are given on a graduated scale based on need.
2. **Father Ferry Fund:** This program is offered through SS Rose & Clement Parish. This fund was established in 1994 in memory of Fr. John F. Ferry, a priest and scholar who served many years at Saint Rose of Lima Church. Donations to this fund provide financial assistance to active parishioners (those who attend Mass every week). You must complete the FACTS Grant & Aid application in order to be considered for tuition assistance from the Fr. Ferry Fund.

Returned Checks

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by law.

Tuition Reimbursement

It is the policy of the Saint Rose of Lima School Board not to grant any tuition reimbursement should a child leave our school.

Saint Rose of Lima School Financial Commitment

It is the responsibility of each family to pay tuition in a timely fashion. If there is any problem with payment of tuition, parents must notify the Principal immediately. **Failure to meet this obligation or contact the Principal could lead to the dismissal of the child from the school. Report cards, official records, and transcripts may be withheld if the family/student tuition account is in arrears. Students will not be permitted to register or attend another Catholic school within the Diocese until all financial obligations at their current or previous Catholic school within the Diocese have been met.** No student will receive a diploma and no transcripts will be sent for students whose tuition is in arrears.

SCRIP Program

SCRIP is any substitute for currency. SCRIP is a fundraising method for schools and other non-profit organizations. With SCRIP fundraising, retailers offer gift certificates and gift cards to non-profit organizations at a discount. The non-profit organizations sell the gift cards to member families at full face value. The families redeem the gift cards at full face value, and the discount or rebate is retained by the non-profit organization as revenue. Currently, Saint Rose of Lima School splits the discount with the family: one half comes to the school, one half is applied to the family's tuition bill. Please note that the SCRIP credit is accumulated throughout a school year and applied to the following year's tuition bill. SCRIP cards do not expire.

Withdrawal

If it is necessary to withdraw a student during the school year, parents should advise the school as early as possible of the anticipated date of

withdrawal. Parents must complete a Withdrawal Form and settle all accounts before student records may be transferred. No official records are ever handed to parents. The school must have at least five (5) days advance notice to insure the timely processing of records and accounts. All original records will be transferred directly to the child's new school upon the request of that school.

VI. THE SCHOOL DAY

An official school calendar will be developed each year. Students must attend school punctually and regularly and conform to the attendance policies of the school, Diocese of Providence, and the laws of the State of Rhode Island, as applicable. It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance. Students who do not comply with the school's published attendance policy may lose class credit, be suspended, be asked to withdraw, or be expelled.

Arrival and Dismissal Procedures

Unless an appointment is scheduled, no parent will be allowed to enter the building at arrival or dismissal as it impedes the process and jeopardizes security.

Arrival: Students may be dropped off to the foyer beginning at 7:00 a.m. Parents of Rosebuds through Grade 3 students should use the Kiss and Drop lane between 7:30 and 7:50 a.m. Students in Grades 4-8 should be dropped off on the school side of Brentwood Avenue and enter through the main doors. Parents may park in the school parking lot and walk students to the front door.

Dismissal: At dismissal, bus students will exit through the front door on Brentwood Avenue. **Cars should not be parked in front of the school as this is a school bus loading zone.** Walkers and riders will be dismissed by a teacher at the rear foyer doors, which lead to the playground. Children may not exit through any other doors. Parents must walk to the back door area to pick up their children. **If anyone other than the custodial parent or guardian is designated to pick up a child at dismissal, please make this known to the classroom teacher in writing. The individual picking up the student must provide a photo ID upon request.** We are committed to the safety of your child and are grateful for your cooperation.

Tardiness: It is the responsibility of parents to have their student arrive at school promptly. Tardiness is disruptive. **Any student late for school must have an adult sign them in at the office. A school representative will ensure the student gets to class. Perpetual tardiness will result in a meeting with the principal and as a result may impact a student's perfect attendance.** Students who do not comply with the school's published punctuality policy may be suspended or asked to withdraw.

Bus Transportation: School buses are provided by the City of Warwick for Warwick residents who live the appropriate distance from the school. The schedule of times and stops is printed in the Providence Journal Bulletin and the Warwick Beacon the week before school starts. If you have any questions regarding transportation please contact the Warwick School Department at 401-737-3300. Bus students are responsible for proper behavior while riding the bus. **Bus transportation is a privilege that can be revoked for misbehavior.**

After School Care: A teacher and teacher assistant staff the After School Care program provided after dismissal until 5:30 pm. Students not picked up on time at school dismissal will be sent to After School Care and **charges will be incurred.** Additionally, any student not picked up by 5:30 will incur a late fee and may lose the privilege of the After School Care program. Students are not allowed to wait in the office, foyer, or remain outside without adult supervision. When picking up your child from After School Care, please ring the bell at the gym door for admittance.

Absences: Parents are responsible for the regular attendance of their child at school. If a student is absent, a parent must call or email the School Office before 8:30 a.m. or the student's absence will be considered as unexcused. Absences shall be excused for the following reason only:

- 1) Illness/injury of the student - a doctor's note may be required
- 2) Illness, injury, or death in the family
- 3) Extensive medical procedures – a doctor's note is required
- 4) Other major family emergencies or events

Upon returning to school after an extended absence period of three days or more, the student is required to present a written excuse stating the date, the reason for absence, and the signature of the parent. Family vacations during school time are strongly discouraged and will not be considered excused absences.

Make-up Work for Excused Absences: In the event of an absence, it is the responsibility of the student, upon returning to school, to make arrangements with teachers to receive the necessary materials and assignments to make up missed class work. Students failing to complete assignments and assessments in a timely manner will be graded accordingly. After a prolonged, excused absence, special arrangements will be made with the teachers to make up class work, homework, and any missed assessments.

Unexcused Absences: Every student is expected to attend school every day. Saint Rose of Lima School does not condone absence from school for family vacations, outside-of-school sports, talent competitions, or the like. **Teachers are not required to make any special arrangements in order to provide any special instruction for a student with an unexcused absence, whether full day or partial day, nor do teachers need to provide the student with any make-up work.** Tests missed during an unexcused absence, including midterm and final exams, may be taken immediately upon the student's return or at the teacher's/principal's discretion.

Closings Due to Inclement Weather

Listen to the television/radio stations for cancellations of Saint Rose of Lima School. We will use the email/blast/call alert system when possible from the school. Saint Rose of Lima School usually follows Warwick School Department announcements regarding no school, delayed openings and/or early dismissals due to inclement weather.

To sign up for email or text notifications go to www.turnto10.com select "weather" then select "closings & delays." Click "If you want school closing text alerts sent to your phone or email." Complete the RIBA sign in. Select "St. Rose of Lima-Warwick" from message group 3 (RI CATHOLIC SCHOOLS) AND SELECT "Warwick Public Schools" from message group 1 (RI Public Schools).

To sign up for Channel 12 go to their website WPRI.com Under the weather tab is a link to their closing page where the full list will be found – though in the event of closings or delays a link would be on the homepage. If you would like to sign up for RIBA alerts, you can find the link on that page and just select the RIBA Closings tab <http://wpri.com/weather/2/enews-and-alerts/>

VII. SCHOOL DRESS CODE

All students beginning in August 2017 must adhere to the updated school uniform. Please note that only the official PE uniform purchased through Donnelly’s is acceptable. No sweatshirts will be allowed to be worn with the dress uniform.

PreK3 and 4, Boys and Girls (Wear Gym Uniform Daily)
Navy Tee Shirt with Logo, long or short sleeve
Navy Shorts, jersey or fleece, with logo
Navy Sweatshirt with logo
Navy Sweatpants with logo
Maroon Polo with Logo (may be worn year round)
Year Round Uniform for Girls
Girls Grades K-2
Plaid Jumper, no shorter than 2 inches above the knee or Navy Slack
Pink Round collar Blouse with Logo, short or long sleeve
Maroon Crossover Tie
Optional: Maroon Crewneck Cardigan with Logo Maroon V-neck Vest with Logo
Girls Grades 3-5: Option of wearing above uniform or
Plaid Skirt or Skort, no shorter than 2 inches above the knee, or Navy Slack
Pink Oxford with Logo, Long or Short Sleeve
Optional: Maroon Crew Cardigan with Logo Maroon V-neck Vest with Logo

Girls Grades 6-8
Khaki Skirt or Skort, no shorter than 2 inches above the knee
Khaki Slack with belt
Pink Oxford with Logo, Long or Short Sleeve
Optional: Maroon Crew Cardigan with Logo Maroon V-neck Vest with Logo
Girls Accessories
Plaid or Solid blue, brown, black Headband, Scrunchi, Barrette Bow
Belt: solid black, brown, or navy
Tights/Socks: gray, maroon, blue, or black
Shoes: Solid brown, tan, black, gray or navy (NO HEELS)
Warm Weather Uniform for Girls
Maroon Polo with Logo (to be worn with skirt/skort only, not with jumper)
K-5 Navy Skort, no shorter than 2 inches above the knee
Year Round Uniform for Boys
Boys Grades K-5
Navy Pant
Light Blue Oxford, long or short sleeve (Only K and 1 st may wear maroon polo with school logo)
Maroon Tie
Optional: Maroon V-neck Pullover Sweater with Logo Maroon V-neck Vest with Logo

Boys Grades 6-8
Khaki Pants (with belt)
White Oxford, long or short sleeve
Striped Tie
Optional: Maroon V-neck Pullover with Logo
Boys Accessories
Belt: Solid black, brown, or navy
Socks: gray, navy, black, or khaki
Shoes: Solid brown, tan, black, gray, or navy
NO "workboots" or outdoor rain/snow boots
Warm Weather Uniform for Boys
Maroon Polo with Logo (tucked into pants or shorts)
K-5 Navy Shorts with belt , no shorter than 2 inches above the knee
6-8 Khaki Shorts with belt , no shorter than 2 inches above the knee
PE Uniform, All grades, All weather
Navy Tee Shirt with Logo, long or short sleeve
Navy Shorts with logo
Navy Sweatshirt/ 3/4 zip with logo
Navy Sweatpants with logo
Uniform Track suit on PE day only
Note: No sports and/or club sweatshirts will be allowed

Shoes do not need to be purchased at Donnelly's.

Optional: On all sweaters, parents have the option of having student initials embroidered on the sweater. For safety reasons, no full or last names, initials only.

Warm and Cold Weather Uniform dates are determined by the Principal.

Hats: Not permitted inside the school building.

Jewelry: Girls may wear ONE pair of stud or small dangle earrings. No multiple piercings. Boys are not permitted to wear ANY earrings. One bracelet may be worn. Religious necklaces are allowed.

Make-up: Not allowed. Students will be asked to remove make-up, if they do not adhere to the Student Handbook rules.

Nail polish: Girls may wear clear or light pastel polish. A French manicure with light tips and clear or opaque overlay will be allowed. Students will be asked to remove nail polish, if they do not adhere to the Student Handbook rules.

Haircuts: Boy's hair must be above the shirt collar and ears. Boys must be clean-shaven. No razor cuts or other faddish styles and/or hair colors applies to all students.

Absolutely no visible tattoos are allowed (permanent or temporary).

The principal or designated personnel are the final authority on whether dress code is appropriate or questionable.

On designated days, students may dress out of uniform: ***Appropriate attire for a Christian environment is expected.***

Students may wear: jeans (not torn or ripped), capris, or shorts. All must be worn at the waist. Shorts must be no shorter than two inches above the knee. Blouses or tops should be long enough to cover the midriff when arms are raised above the head.

Students may not wear: Excessively baggy, tight, or low-cut clothing. Undergarments should never be visible. No flip-flops or slides. No suggestive or offensive language or logos on clothing. Racer-back tops, low cut tops, or sheer blouses are not permitted. Sleeves must be the width of three fingers at the shoulder. All clothing may be checked at the principal's discretion.

When cold weather makes it appropriate, **solid black, brown, gray or blue UGG or Bear Paw style boots are permissible in the classroom.** Absolutely no heels or adornments on all footwear are permissible. **NO rain/snow or work style boots are allowed in the classroom.**

VIII. ACADEMIC POLICIES

Academic Reports

Pre-Kindergarten: Pre-Kindergarten students receive progress reports three times a year. The report is an evaluation assessing each child's skills compared to what is developmentally appropriate for that age.

Kindergarten: Report cards are issued three times a year.

Grades 1 – 8: Report cards are issued three times during the school year. Rubric grades are based on the following scale:

5+ = 97 - 100	4+ = 87 - 89	3+ = 77 - 79	2 = 65 - 69
5 = 94 - 96	4 = 84 - 86	3 = 74 - 76	1 = 64 and below
5- = 90 - 93	4- = 80 - 83	3- = 70 - 73	

Interim reports will be issued in the middle of each grading period and at the teacher's discretion, with a checklist indicating areas in need of improvement.

Homework: Homework is an extension of the learning process begun at school. Its purpose is to review and reinforce skills and information introduced during the school day and to provide extra practice needed to perfect fundamental skills.

Approximate homework times to be expected are:

- Grade 1 = 30 minutes
- Grade 2 = 30 minutes
- Grade 3 = 30 minutes
- Grade 4 = 40 minutes
- Grade 5 = 50 minutes
- Grade 6 = 70 minutes
- Grades 7 & 8 = 90 minutes

If parents observe that students need much more time than what is suggested, they are asked to notify either the homeroom teacher or the teacher of that particular subject.

Further details regarding Middle School homework policy can be found in the Middle School contract.

ACRE Testing: The Assessment of Catholic Religious Education (ACRE) Test is given to fifth and eighth graders each year. These results are used to assess the quality of the Religious Education Program in the school.

Text Books: All textbooks must be covered and well cared for by the student. The books must be treated with care in order for others to use them in subsequent years. Students may not write in books (other than consumable books) or mark in them in any way. Saint Rose of Lima School may charge the full replacement fee for damaged books if the teacher judges the damage to be severe enough to make the book unusable by the next student or un-returnable to the city from which the book was borrowed.

Non-Warwick residents need to obtain their child's textbooks from their hometown school department.

Promotion and Retention

If the promotion of a student to the next grade is in question, the teacher will request a conference with the parents or guardian of the student and all faculty members who worked with the student. The conference will be held early enough in the school year in order to enable the student to prove himself or herself by the end of the second trimester. If retention is recommended and the parents do not accept the recommendation, the school will ask the parents to sign a statement that they are electing not to accept what Saint Rose of Lima School has determined is in the best interest of the student.

Promotion cannot be denied based on the failure of the student's parents to have all tuition obligations met by promotion day. The student involved may be denied the right to take exams if tuition is not fully paid. If exams are not taken, an incomplete mark is given on the report card until tuition is paid and exams are taken.

Students who need to make up a failure may do so by means of summer school. The principal must approve, in writing, the summer school program for the student, otherwise no credit for summer work will be given. If an appropriate summer school program is not available, a student is permitted,

with the principal's approval, to be privately tutored to make up a failing grade. The student must pass a written test at the close of the tutoring session, unless the principal rules otherwise. To be acceptable, the tutorial program must be sponsored by an accredited school and include: a qualified teacher acceptable to the principal, a minimum of teaching hours, and an outline of the areas to be studied and the minimum number of work assignments to be covered by the student.

The academic success of all students is a primary goal for our school. If the principal determines that it is not possible to adequately meet the academic needs of the student, and it is not in the best educational interest of the student to remain in the school, the principal can ask the family to voluntarily withdraw the student. If the family, in this situation, doesn't voluntarily withdraw the student, the school reserves the right to exclude the student.

IX. DISCIPLINE AND CONDUCT

Standards for Parents

The primary purpose of Catholic schools is to impart the Gospel of Christ and the teachings of the Catholic Church in the context of an academically rigorous and doctrinally sound program of education and faith formation. All Catholic and non-Catholic parents and guardians who wish to enroll their children in a Catholic school are expected to accept and support this mission, and to live in a way that is consistent with this mission, especially in matters essential to the faith and morals of the Catholic Church.

It is a longstanding Church teaching that parents are the primary educators of their children. The school cooperates with the parents in this primary role as educators. Parents are obligated to support fully the school administration and the school staff in contributing to the spiritual, moral, academic, and physical development and welfare of students. If, in the opinion of the school administration, parental behavior, including but not limited to actions and verbal or written communication (ie. social media): seriously interferes with the spiritual, moral, or academic good of the school community; is contrary or opposed to the stated nature of the education at Saint Rose of Lima School; undermines the mutual trust, obstructs or diminishes the collaborative efforts of the parents and school; endangers the physical well-being of the students; causes grave

scandal; fails to meet financial obligations; the school may, at any time, severe the partnership with the parents and require the parents to withdraw their children from the school.

Student Code of Conduct

Saint Rose of Lima School exists to provide an academic community that will help each student grow in his or her awareness of God, self, and others. To that end, Saint Rose of Lima School has established standards of behavior for students. Saint Rose of Lima School recognizes and accepts the responsibility it shares with parents in the supervision of students, both during the school day on campus, or at any off-campus events while participating as a student of the school. **The final interpretation of any given school behavior policy or situation remains with the administration.**

Teachers and staff assume the responsibility for student conduct while in school and on field trips, and thus they act "in loco parentis" (in the place of parents) in terms of any and all decision-making regarding safety and proper behavior of students under their care.

Classroom Rules

Teachers are responsible to maintain a proper Christian learning environment in their classrooms. They will establish basic rules for proper behavior in their own classrooms. These basic rules will be based upon the following premises:

- Students will not stop the teacher from teaching.
- Students will not prevent another student from learning.
- Students will show courtesy and respect at all times.

Disciplinary Infractions

Students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. Any student behavior that constitutes or amounts to a threat to the safety or well-being of any member of the school community will be taken seriously. Threats of violence and acts of violence will be reported to the police when appropriate. All members of the Catholic school community are accountable for their behavior and are expected to abide by the policy set forth below.

Unacceptable behaviors include, but are not limited to:

- Any behavior or action which reflects negatively on the school

- Violating attendance rules - skipping or cutting class, leaving the campus without permission, excessive absences or tardiness.
- General incorrigibility - poor behavior continually repeated
- Defiance or disrespect to adults and/or school rules and regulations
- Persistent harassment of students or staff members
- Threats of violence or actions that endanger the physical well-being of self or others, such as fighting or the intent to injure another
- Damaging school, church, or other's personal property
- Cheating or plagiarism in any form
- Stealing or the possession or sale of stolen property
- Incidents of intimidation, harassment, extortion, coercion or bullying
- **Using personal property in school without permission from teachers (e.g. electronics, e-readers, cell phones) Teachers have the right to confiscate any electronic device (i.e. cell phones) that is being used without the proper permission.**
- **NO** toys or fidget gadgets will be allowed in the classroom unless prescribed by a doctor in a Home/School Learning Plan or IEP.
- Public displays of affection
- Distribution of any printed materials not approved by the Administration
- Taking the Lord's name in vain; disrespectful language; use of vulgar or offensive language either written or verbal; use of vulgar or obscene gestures including signs, pictures, or publications
- Committing an offense against federal, state, or local law
- Use and/or possession of weapons of any kind on campus or off-campus during school related activities
- Using, possessing, or selling tobacco (in any form), alcohol, or illegal drugs or lookalike drugs at any school function, on or off the physical grounds of the school
- Inappropriate use of the internet to include cyber-bullying
- **Any other behavior deemed unacceptable by the Administration can result in status on honor roll and/or privileges.**

Disciplinary Procedures

Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student. The principal can impose consequences for conduct

occurring outside of school if what the student is doing negatively impacts the school or its reputation.

The following are possible school disciplinary consequences (*may include, but not be limited to*):

- Loss of field trips, extracurricular or other school privileges
- Warning
- Parent Contact
- In school suspension
- Detention
- Disciplinary Probation/behavior contract
- Expulsion

Detention: Detention may be assigned to any student who does not follow the code of conduct. The student may be required to stay in detention before, during, or after school.

Rules for Suspension and Expulsion: Suspension from school is imposed only for a very serious reason or for repeated infractions for which the student has received several warnings and detentions. **The decision to suspend a student rests with the principal or designee. Parents will be notified and will receive a formal letter stating the issuance of this disciplinary action and the reasons for such action.** Parents are encouraged to meet with the principal and classroom teacher(s) to discuss strategies to help the student avoid a recurrence of inappropriate behavior. During a suspension, the student is not allowed to participate in any school-related activities (even during vacation periods or weekends) until the suspension period is completed. Students will be responsible for all work missed while they are serving a suspension.

Expulsion is resorted to only when all other means of discipline have proved ineffectual, and the student's conduct is a definite hindrance to the welfare and progress of the school community. The measures taken to implement the decision and notification of the parents are the same as those for suspension, which is at the discretion of the principal. Any action determined by the administration to be detrimental to the learning process, the mission of the school, the student, other persons, or the reputation of the school may result in required withdrawal of the student from the school.

Sports and Behavior: Students who receive an after school detention will not be suspended from playing in a game unless the detention is being served at the time the game is in progress. Students who are on suspension or on a behavior contract will be suspended from

participation in the sports program for a period of time to be determined by the principal. Students with low academic performance and poor Christian values and conduct will be held ineligible from participation until approved by his/her teachers and administration.

Bullying: Rhode Island Statewide Bullying Policy, pp. 36-42

X. HEALTH AND SAFETY

Saint Rose of Lima School employs a full-time registered nurse. The school nurse assists in maintaining a healthy and safe school environment for our students and staff. She works closely with the Warwick Public Schools and the State of Rhode Island to ensure all students are screened at important developmental stages to receive scoliosis, dental, vision, and hearing testing. All health and medical records that are required by the school are kept on record with the nurse.

The nurse coordinates the completion and implementation of all Individualized Health Care Plans (IHCP) and Emergency Health Plans (EHCP) that document specific health intervention responses needed to ensure a child's well-being while at our school. The school can only work with parents and respond to student health concerns that are documented with an official IHP/EHP. Parents are welcome to call the school nurse to address the creation and implementation of this important documentation.

A child who does not feel well or has a fever greater than 100 should stay at home until fever free for 24 hours without use of fever reducing medications. A child who becomes ill or is injured during the day is promptly sent to the school nurse. A parent will always be called if the student is vomiting, running a fever, or is too sick to stay in school. On those occasions when a child must be sent home, prompt pickup is essential. Be sure that all phone numbers on the Emergency Care Card are accurate and current. No child can be sent home from school unless a parent, or person delegated by the parent, comes to the school office to pick him/her up. The parent or an agent of the family must sign the student out before the child can be released. Children should be fever-free for 24 hours before returning to school. In case of contagious disease, consult your family physician regarding a time for the student to safely return to school.

Should your child be diagnosed with a contagious condition, such as Fifth Disease, H1N1 influenza (Swine Flu), Chicken Pox, head lice, strep, pink eye, etc., please inform the school office immediately. While every effort will be made to maintain confidentiality, we must be given the opportunity to inform/alert parents of the possibility of contagion.

The school policy regarding lice is that any child who is found to have nits or live bugs will be sent home. The nurse will then examine the child's classmates for the same condition. In addition, a message via Rediker will be sent to the parents/guardians of that particular class. Also, any parent who is aware of their child having nits or live bugs, kindly please notify the nurse.

Medication at School

Except for the nurse, no employee, staff/faculty, or volunteer may dispense or administer any medication (prescription or non-prescription) to any student at any time under any circumstances, except for minor first aid treatment (such as applying Band-Aids) and the emergency treatment of a student as allowed by health department regulations.

No student is allowed to carry prescription or non-prescription medication into school. **Parents/legal guardians of students must bring medication in the original container to the office to be secured and administered by the school nurse.**

With permission from the school nurse and a prescription by a medical professional, students are allowed to have emergency epi-pens and inhalers with them to be used only in the case of an emergency. In classrooms where students carry epi-pens or inhalers, professional staff will be notified and are trained of their proper usage should the unlikely event arise where the use of the device is required.

A student may not share medications with other students.

The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.

A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Medications will be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of school personnel. In appropriate circumstances, a

school may refuse to allow a student to self-administer medications.

Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form permitting self-administration.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication, the school will appropriately discard the medication.

Other Medical Conditions

Special medical procedures which require a medical note to perform at school, i.e. insulin injections or respiratory treatments, should be done by the school nurse or the parent (or the student under supervision, if old enough). School office personnel will not be allowed to perform such procedures, unless it is a life threatening condition, i.e. allergic reaction to a bee sting.

Immunizations for School Readiness

Rhode Island State Law requires that students are compliant with certain immunization and physical examination requirements before being allowed to enter into the school building. Acceptable evidence of immunization must be presented before student entry at the start of school. It must include the day, month and year of each dose of vaccine administered and it must be signed by a physician.

Students Entering Kindergarten

Vision Screening and Lead Screening are required before entry.

Required Immunizations

From the State of Rhode Island Department of Health website: (<http://health.ri.gov/immunization/for/schools/>):

Children entering pre-kindergarten

- 4 doses of DTaP (diphtheria, tetanus, pertussis) vaccine
- 3 doses of hepatitis B vaccine
- 3 doses of Hib (Haemophilus influenzae type b) vaccine

- 1 dose of MMR (measles, mumps, rubella) vaccine
- 4 doses of pneumococcal conjugate vaccine (not routinely given to healthy children 5 years of age and older)
- 3 doses of polio vaccine
- 1 dose of varicella (chickenpox) vaccine

Children entering kindergarten

A child who is entering kindergarten must have met the pre-kindergarten immunization requirements, plus:

- 1 dose of DTaP (diphtheria, tetanus, pertussis) vaccine
- 1 dose of MMR (measles, mumps, rubella) vaccine
- 1 dose of polio vaccine
- 1 dose of varicella (chickenpox) vaccine

Children entering 7th grade

A child who is entering 7th grade must have met the pre-kindergarten and kindergarten immunization requirements, plus:

- 1 dose of HPV (human papillomavirus) vaccine
- 1 dose of meningococcal conjugate (meningitis) vaccine
- 1 dose of Tdap (tetanus, diphtheria, pertussis) vaccine

HPV vaccination: A 3-dose HPV immunization requirement is being phased in. For fall 2015, 1 dose will be required for 7th graders. For fall 2016, one dose will be required for 7th graders and 2 doses will be required for 8th graders. For fall 2017, 1 dose will be required for 7th graders, and 2 doses will be required for 8th graders.

Important reminder about Flu Vaccination: An annual Influenza (flu) vaccination is **RECOMMENDED** for all students. Influenza vaccine is available from October through April each year. Don't forget to ask your doctor about flu vaccine or attend our school flu clinic.

ADHERA NOTICE

In accordance with the St. Rose of Lima School ADHERA Management Plan, this notification is provided to inform all building occupants of the existence and availability of our asbestos management plan. The plan is available upon request for inspection by interested parties at the school administration office.

Asbestos related activities scheduled for the present notification period include a periodic surveillance check and a three-year re-inspection. John Kay is our asbestos program manager.

Notice Issued By: Mrs. Kim Izzi, Principal

XI. GENERAL SCHOOL POLICIES AND PROCEDURES

Birthdays/Celebrations in School

There will be no birthday celebrations allowed during the school day. In fairness to and in consideration of all children, we do not allow invitations for parties to be passed out at school unless the entire class, all the girls, or all the boys are invited. There are no exceptions to this rule.

Cell Phone Policy

Students may not use cell phones during school hours without the permission of the school administration or faculty or staff. If a student brings a cell phone to school, the cell phone must be turned off during the school day and kept in the student's locker or book bag. Teachers have the right to confiscate any electronic device (i.e. cell phones) that is being used without the proper permission.

The Administration reserves the right to examine the content of a student's cell phone, personal electronic device, or personal computer for photos, videos, e-mails, text messages, etc., which may indicate violation of school policies, rules and/or regulations.

**IF YOU NEED TO CONTACT YOUR CHILD, CALL THE SCHOOL OFFICE!
DO NOT CALL/TEXT THE CHILD'S CELL PHONE!**

Change of Address

If your address, e-mail address, or telephone number changes, please notify the school office immediately. This is especially important in light of the school's need to reach parents in cases of illness, emergencies or a variety

of other school-related issues and situations. This request also relates to emergency numbers for other authorized adults to be called in the event parents cannot be reached. An updated e-mail address is also necessary to receive Rediker notifications and weekly e-mails.

Child Abuse Reporting

When any person employed by the Diocese of Providence and assigned to Saint Rose of Lima School has reasonable cause to know or suspect that any child has been abused or neglected, the employee shall, within twenty-four (24) hours, transfer that information to the Department of Children Youth and Families by calling the Child Abuse Hotline at 1-800-RI-CHILD. In addition, the reporting individual will complete the official Diocesan reporting sheet.

Any person making or participating in making a good faith report has immunity from any civil or criminal liability (RIGL §40-11-4).

All records concerning reports of child abuse and neglect, including reports made to the DCYF Hotline, are confidential and must not be disclosed, except when otherwise permitted by law. (RIGL §40-11-13).

Records maintained at the school or in the central office that are related to reports of child abuse and neglect should be retained separate from the student's educational records and retained only so long as deemed appropriate by the district's legal counsel.

Rhode Island law defines an "abused and/or neglected child" as a child whose physical or mental health or welfare is harmed or threatened with harm when his or her parent or other person responsible for his or her welfare:

- (i) inflicts or allows to be inflicted upon the child physical or mental injury, including excessive corporal punishment; or
- (ii) creates or allows to be created a substantial risk of physical or mental injury to the child, including excessive corporal punishment; or
- (iii) commits or allows to be committed, against the child, an act of sexual abuse; or
- (iv) fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so or offered financial or other reasonable means to do so; or
- (v) fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so by situations or

(vi) conditions such as, but not limited to, social problems, mental incompetency, or the use of a drug, drugs, or alcohol to the extent that the parent or other person responsible for the child's welfare loses his or her ability or is unwilling to properly care for the child; or

(vii) abandons or deserts the child; or

(viii) sexually exploits the child in that the person allows, permits or encourages the child to engage in prostitution as defined by the provisions in section 11-34.1-1 et seq., entitled "Commercial Sexual Activity; or

(ix) sexually exploits the child in that the person allows, permits, encourages or engages in the obscene or pornographic photographing, filming or depiction of the child in a setting which taken as a whole suggests to the average person that the child is about to engage in or has engaged in, any sexual act, or which depicts any such child under eighteen (18) years of age, performing sodomy, oral copulation, sexual intercourse, masturbation, or bestiality; or

(x) commits or allows to be committed any sexual offense against the child as such sexual offenses are defined by the provisions of chapter 37 of title 11, entitled "Sexual Assault", as amended; or

(xi) commits or allows to be committed against any child an act involving sexual penetration or sexual contact if the child is under fifteen (15) years of age; or if the child is fifteen (15) years or older, and (1) force or coercion is used by the perpetrator, or (2) the perpetrator knows or has reason to know that the victim is a severely impaired person as defined by the provisions of § 11-5-11, or physically helpless as defined by the provisions of § 11-37-6. "Mental injury" includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as: failure to thrive; ability to think or reason; control of aggressive or self-destructive impulses; acting-out or misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however that the injury must be clearly attributable to the unwillingness or inability of the parent or other person responsible for the child's welfare to exercise a minimum degree of care toward the child.

Child Custody and Change in Family Status

Divorced or separated parents and guardians are all "parents" in the true sense of the word. The word "parent" as used throughout this manual

signifies biological parent or legal guardian. In the event there is a court order regarding the custody of the child, it is required that the custodial parent provides the principal with an official, updated copy of the custody order; otherwise the school is powerless to enforce such an order. Changes in family status such as separation, divorce, etc. should also be brought to the school's attention to be sure that the school is aware of such traumatic events in the child's life. This information is always held confidential.

School Counseling

St. Rose of Lima School offers short-term individual counseling to students. Parent/Guardians or school staff may refer students for counseling, or students may request counseling. For counseling that extends beyond two sessions in a school year or that is planned on a regular basis, parent/guardian permission will be obtained.

School counseling services are short-term services aimed at the more effective education and socialization of students within the school community.

Communication

Communication between parents and teachers throughout the school year is important. If you wish to contact a teacher during the school day, please leave a message with the school office. No teacher will be called from class for a telephone call except for **extreme** emergencies. Parents may also e-mail teachers or administration. Please allow 48 hours for the teacher to respond. **Do not email the principal with a classroom issue until you have addressed that issue with the teacher first.**

Parent/teacher conferences may be scheduled at a time mutually convenient to both the parent and teacher. These meetings provide an opportunity for the teachers and parents to discuss the student's progress and those areas needing improvement. **Parents must call or e-mail the teacher to schedule a conference. Arrival and Dismissal are not appropriate times or environments to discuss student performance.**

It is the policy of Saint Rose of Lima School that no communication of any kind will be sent to school families through the school unless it has first been reviewed and approved by the school administration. This policy is intended to protect the school and its associated organizations by assuring that any and all printed communiqués leaving the school are in compliance with the philosophy, policies, and practices of Saint Rose of Lima School.

Field Trips

Field trips are a privilege, not a right, and students may be denied participation if they fail to meet behavior or academic requirements. Diocesan permission forms are provided to each child in advance of the planned trip. The permission slip cannot be altered or added to in any way. If this permission slip is not signed by the parent/guardian, the school will not permit the child to participate in the activity. The child will remain at school without the proper permission slip. The school will not accept letters or phone calls stating that the child may go on the trip. **Only the proper Diocesan Field Trip form is acceptable.**

Background Checks

All persons volunteering to work with or around students must have a background check on file in the parish office. These are renewed every 3 years. Only those persons who have a current BCI and who have passed the Safe Environment training will be eligible to assist at school activities. **This is a Diocesan policy and is not negotiable.**

Drills

In compliance with Diocesan Policy, fire drills and emergency crisis drills will be conducted at regular intervals within the mandated guidelines.

Forgotten Items

Learning to be responsible is an integral aspect of growing up and an important skill learned in school. Students must learn to come to school prepared to work and be responsible for their obligations and possessions. At the teacher's discretion, students may call home from the school office phone to ask for forgotten homework, projects, books, money, clothes, or sports equipment. If a parent or guardian brings a forgotten item to school, it should be left in the office with the student's name and grade on it. Additionally, no student shall be allowed to reenter the classroom after dismissal for a forgotten item.

Library

The school library is open to all students on a regularly scheduled basis. The opportunity to take out books is a privilege and, if abused, pupils will lose the privilege. Any books lost or damaged must be replaced by full payment of their value. **Overdue books:** Additional materials cannot be taken out of the library until overdue items are returned.

Lost and Found

Articles of clothing, lunch boxes, and other items found around the school are kept in our lost and found area. Smaller items such as jewelry, glasses, money, etc. will be kept in the school office and may be retrieved by accurately describing the item in question. To help alleviate the problem of lost items, please mark as many of the student's belongings as possible with his/her name. The school is not responsible for any stolen, lost, or damaged property. Once a month all Lost and Found areas will be donated.

Lunch

Hot lunch is served Monday through Friday. A monthly menu is available to parents on the www.orderlunches.com. Students may bring their own lunch. If your child is absent and has pre-ordered hot lunch, milk, or ice cream, it is the responsibility of the parent to secure credit from orderlunches.com. Cash or check is not accepted for hot lunch, milk, or ice cream.

All food brought to school should have nutritional value. Gum, candy and soft drinks (soda) are not permitted. ****WARNING: We have students in our school who are highly allergic to various types of nuts. This allergy is life threatening. As a precaution no tree nut/peanut products may be sent to school.**

Records – Permanent Files

Every student has academic and health record folders on file. Those who have been tested for special services may have an additional, separate file folder. These records are available for review by the parent upon appointment with the principal. When requested, official records are forwarded by the school directly to the next school. No official records are ever handed to the parents, although unofficial copies may be shared.

Search and Seizure

Students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events including but not limited to computer accounts and browser history. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. Saint Rose of Lima School reserves the right to search the personal belongings of a student when there is "sufficient cause", and it is believed to be necessary for the health, safety, and welfare of other students. Authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches, may conduct searches.

Team Sports

Participants who receive a cumulative average of below 70% are ineligible to play school sports, but may attend practice sessions until grades improve. Students who have a failing grade are ineligible until grade improvement is noted. If a student is absent from school on a given day, he/she cannot participate in **ANY** extracurricular activities on the day of that absence.

Visitors

Saint Rose of Lima School is a secure campus. All visitors must sign the visitor log in the school office, state the purpose of the visit, and obtain a Visitor Pass. Parents are most welcome at our school, but no one may enter the interior school area without clearance permission. Additionally, **no unauthorized personnel may open any school door to allow admittance to anyone at any time.** This policy is intended to protect your child. Parents or other visitors without the principal's specific and express permission may never interrupt classes.

XII. Student Acceptable Use of Technology

Saint Rose of Lima School provides technology resources to its students and staff for educational and administrative purpose. School technology resources include but are not limited to the intranet, Internet access, fax, e-mail, computer programs, and telephone. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. **The use of these technology resources is a privilege, not a right. Student use of such resources will be monitored and students have no reasonable expectation of privacy in their use of resources.**

Saint Rose of Lima School fully endorses the use of the Internet and related technology resources as educational tools. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all on-line activities is impossible. Therefore, all users who have access to the school's Internet and related technology resources are required to adhere to strict ethical and legal guidelines. It is the expectation of the faculty and administration that all students will adhere to the regulations stated below. If Saint Rose of Lima School Internet users violate any of these provisions, their access via the school may be

terminated, and the use of the school's technology resources in the future may be denied. In addition, a student who violates these guidelines will be subject to disciplinary action up to and including suspension/expulsion from school.

A student's behavior on social media forums outside of the school, on their personal devices, may result in discipline by the school if such conduct reflects poorly on the school or harasses other students per the Rhode Island Statewide Bullying Policy. (pg. 37-43)

Student Compliance Agreement

I understand that access to the Internet and related technology resources from Saint Rose of Lima School must be in support of education and research, and I agree to the following:

- I will refrain from accessing any news groups, links, list-servers or other areas of cyberspace that would be offensive to any students, teachers or parents due to racial, ethnic or minority disparagement, or pornographic, violent, illicit or illegal content.
- I understand that I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed or received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will close out of such materials immediately or, if the system will not allow me to close out of the materials, shut off the monitor and notify the supervising teacher.
- I accept responsibility for keeping copyrighted software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.
- I will not use any electronic device to audio or visually record in school without the express permission of the teacher and/or administration.
- I understand that plagiarism is unacceptable and accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.

- I will not use any technology device or online assessment site(s) for another student. (ie. cheating)
- I will be courteous and use appropriate language, refraining from swearing or using any forms of obscene, harassing or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the supervising teacher or principal. If another user asks that I no longer communicate via email, I will stop all contact immediately.
- I will not reveal personal information including addresses (home/e-mail) and phone numbers of others or myself.
- I will not lend any assigned user accounts or passwords to others.
- I understand that system operators and the administration will have access to all user accounts.
- If I am not sure of how to do something on the computer, I will ask the supervising teacher.
- If I suspect a security problem related to my school's accounts or on the Internet, I will notify the supervising teacher or principal and cease using such functions.
- I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the Internet through Saint Rose of Lima School.
- I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the Internet through the school and will be subject to disciplinary procedures.

To the extent a student's participation in social media while outside Saint Rose of Lima School reveals his or her identity as a school student or contains content about Saint Rose of Lima School, the student must strive to protect the reputation of Saint Rose of Lima School. As in all forums, when a student's conduct online reflects poorly upon the school, the school may take disciplinary action. The following are specific guidelines governing social media participation and use of social communications outside the school:

- Nothing is private and anything a student posts will remain public for a very long time. A student should not rely upon privacy

settings in websites. Online conduct can easily fall into unintended hands – teachers, other students and strangers - when those settings fail, the website is tampered with, or when intended viewers share the content with other individuals.

- Unless a student’s social media participation is explicitly for a school-approved reason, social media identities, online profiles, logon ID’s and user names should not specify the identity of the student as a student of the school.
- Protect school information. Refrain from sharing examples of classroom situations or personal information about other students.
- To the extent there could be any confusion as to whether the student is speaking on behalf of the school, the student should make clear that the views expressed are the student’s alone.
- Students may be disciplined for inappropriate or harassing conduct even when not at school or using school property.
- Students should not respond directly to a journalist online regarding issues that concern the school. Refer the inquiry to appropriate school personnel.

XIII Statewide Bullying Policy

STATE OF RHODE ISLAND

Department of Elementary and Secondary
Education

SAFE SCHOOL ACT

STATEWIDE BULLYING POLICY



Effective: June 30, 2012

From the Rhode Island Department of Education website

<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Statewide-Bullying-Policy.pdf>

RHODE ISLAND STATEWIDE BULLYING POLICY

INTRODUCTION

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

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1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;

- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a

reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code. **Reports in Good Faith:** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff.

- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM (SAMPLE)
(Bullying and/or Cyberbullying)

Name: _____ Student ID: _____ Grade: _____

Date: _____ Time: _____ School: _____

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident:

When and where did it happen?

Were there any witnesses? [] yes [] no If yes, who?

Other information, including previous incidents or threats:

Student or parent declines to complete this form: Initial: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation. Signatures:

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

This document shall remain confidential

XIV. Early Childhood (Rosebud and Pre-K) Handbook Supplement

Discipline

Saint Rose of Lima School maintains a positive discipline policy, which focuses on prevention, redirection, love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. Our rules are frequently explained to the children so they are all familiar with the guidelines. Please keep in mind that there will be disagreements between children. Young children often have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We strive to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when an offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences."

Occasionally we must pay special attention to a child whose behavior is dangerous, aggressive, or disruptive. In such a situation, we will contact the parent and may request the child be removed from the classroom for the day. Permanent removal is a possibility if inappropriate behavior cannot be brought under control.

At Saint Rose of Lima School we maintain a zero tolerance policy for abuse of any kind. Students are not permitted to scratch, kick, bite, hit or harm another child or staff member. We teach our students that "hands are not for hitting" and repeat this message as often as necessary. Occasionally if a child has come to us from another program they may have picked up bad habits along the way, behaviors that may have been overlooked or even tolerated in another setting. We will work diligently with these students to reward positive behaviors as long as they are not a threat to our community. If a child continues to hit or hurt another student, we will contact the parent or guardian and ask that they immediately pick up their child. Together, family and school will work to resolve this problem. If however a child continues to put our class at risk, the child may be withdrawn from our Early Childhood Program.

Biting Policy

Biting is a natural developmental stage that many children experience. It is usually a temporary condition that is most common under 24 months of age. However, in some instances, biting still occurs in preschool programs. The safety of the children is our primary concern. Saint Rose of Lima's biting policy addresses the actions the staff will take if a biting incident occurs.

Children at the age of three may bite because they are tired and frustrated, are experimenting, or trying to get the attention of the teacher or peers. Additionally, biting occurs when a child has weak verbal skills or lacks self-

control. Sometimes biting occurs impulsively or for no apparent reason. Saint Rose of Lima School educators constantly encourage the children to “use their words” when they become angry or frustrated. The educators will maintain a close and constant supervision of the children to seek to prevent all biting.

If a biting incident occurs at Saint Rose of Lima school, the following steps will be taken:

1. The biting will be interrupted with a firm “No...we don’t bite people.”
2. Educators will stay calm and will not overreact.
3. Educators will remove the child who bit from the situation.
4. The child who was bitten will be immediately comforted.
5. The wound of the child who was bitten shall be assessed and cleansed with soap and water and ice may be applied.
6. The parents of both children will be notified of the biting incident. Appropriate forms will be completed and documented. (Incident Report)
7. Confidentiality of all children involved will be maintained.

Saint Rose of Lima School accepts responsibility for protecting children and helping them to grow and learn. The following steps will be taken to prevent biting:

1. Faculty and staff will meet with the principal on a routine basis for advise, support and strategy planning.
2. Educator will chart occurrences as well as indicate location, time, participants, behaviors, staff present and circumstances.
3. Educators will “shadow” children who have a tendency to bite.
4. Educator and principal will arrange a conference with the parents of the child who is biting to develop a written plan of action.
5. Follow up meetings, emails, or telephone conversations will be scheduled as needed.
6. After 3 or more biting incidents, a parent will be called to pick up the biting child.
7. If it is deemed in the best interest of the child, the school, and the other children, a child who is biting may be asked to withdraw from Saint Rose of Lima School for the duration of the biting stage. Written warning will be given to the parents before this action will be taken. Please keep in mind our goal is to provide a safe setting where no one feels threatened or in danger. For this reason we ask all parents to keep in mind that we cannot permit any child to continue biting or hurting others at Saint Rose of Lima School.

Please note: We also apply the same policy to other behaviors and disturbances within the classroom such as hitting, punching, kicking, spitting, or inappropriate behavior towards other children in our own care, the principal, teachers, and assistants.

Toilet Training

Children must be fully potty trained when entering the Rosebuds and Pre-K program. Children must come to school in underwear and must be able to wipe themselves. On the first day of school, parents must supply the school with a change of clothes to be kept in the classroom.

Occasionally a child may have an accident at nap or play. The teacher will change the child if the child wets himself/herself. If a child has a bowel movement, the nurse will call to have someone come and change the child before they are permitted to return to class. In the event of a unique family circumstance, a consent form shall be signed by the parent or guardian permitting the teacher to assist the student in changing himself/herself.

Nap/Rest Time

There will be a designated nap/rest time each day. All children must nap or rest during this period. Rest time gives the children a much needed break from our very busy day. Without rest time some children become argumentative and short tempered.

Please provide a vinyl nap mat. (These may be purchased at Walmart or Lakeshore Learning.) These particular mats are the easiest to keep sanitized and are the safest for the children.

Lice Policy

The school policy regarding lice is that any child who is found to have nits or live bugs will be sent home. The nurse will then examine the child's classmates for the same condition. In addition, a message via Rediker will be sent to the parents/guardians of that particular class. Also, any parent who is aware of their child having nits or live bugs, kindly please notify the nurse.

Food Policy

Please remember Saint Rose of Lima is a "peanut/tree nut free school." This policy will be strictly enforced. No peanuts or tree nuts may be brought into our school. Foods sent in for snack, lunch, or any class event (including parties, field trips, etc.) should be carefully checked to make sure they are peanut/tree nut-free. Families can help ensure that our school stays peanut/tree nut-free by reading packaging labels and reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could be harmful. We appreciate your cooperation with this policy—the sacrifice of not having nuts or nut products in the school is a small one to make compared to the consequences for a child with severe allergies.

Special Event Treat Suggestions: Popsicles, Minutemaid Fruit Bars, DelMonte Fruit Chiller Cups, Freeze Pops, Hoodsie Cups

Everyday Snack Suggestions:

pudding Snack cups, Gelatin Cups, Fruit, Veggies and dip, Pirate Booty

XV. MIDDLE SCHOOL SUPPLEMENT

We would like to delineate our general classroom policies. It is very important to know expectations, goals, and priorities so the educational process can move right along. Please realize that each teacher will explain his/her individual classroom procedures in class meetings with you. Students and parents/guardians should review all school and classroom policies periodically.

We have set very high goals for our students and expect them to act like ladies and gentlemen at all times. Disruptive behavior is not acceptable and certainly interrupts the educational process. (see pgs. 19-23)

Homework is an essential part of the educational process. All homework must be done with care, and it must be neat and legible. Your child may not have written homework every night, however, there is always material to review and study nightly. We demand much from our students, and at times, workloads may be heavy. Please note the following important information regarding homework:

- A graded assignment or project will have points deducted if it is late. The grade will be reduced by 10 points for each day it is late.
- Homework that is not graded will also be assigned and checked. Continued lack of homework submission will result in parent contact.
- We encourage students to pack their backpacks before they go to sleep to ensure they have all their materials.

Students must use the agenda provided by the school. Please check your child's agenda daily, if necessary, and ensure that homework is done with care. Establish a homework routine and establish a place for your child to do homework. Some students will need more guidance and oversight in this area.

Tests and quizzes are frequently given and it is very likely that more than one assessment may be scheduled on a particular day. The teachers give ample notice so students have time to prepare for all assessments. If your child is absent for one or two days, any missed assessments will be given upon his/her return to school or during the next Help Session, at the teacher's discretion. When a student is absent for three or more days, he/she should reschedule any missed assessments with the appropriate teachers upon returning to school. It is very difficult to make up tests during the school day, and teachers will utilize Help Sessions in order to

ensure that missed assessments are made up within one week of an absence.

Attendance in school is very important. Students miss out on important instruction, discussion, and activities when they are absent. Please ensure that your child is in school and arrives on time at 7:45a.m. Excessive tardiness may jeopardize a student's eligibility for Perfect Attendance. When absent, if possible, students should get their assignments from classmates before they return to school. Also, when you call the school to report the student absent, let us know if you will be able to pick up work before the end of the school day.

Progress reports are passed out mid-trimester, but you can keep track of your child's current averages in each subject using PlusPortals on-line.

Detentions will take place before or after school in order to address behavior problems or multiple incomplete assignments. **Please note that a child may be kept from field trips or extended class trips if there is a behavior problem, pattern of incomplete assignments, or failing grades.**

Grades 6-8 Honor Roll

Students in Grades 6 through 8 can be placed on the Honor Roll each trimester for exceptional academic work in **all subject areas** including Art, Computer, Latin, Music, Physical Education, and Spanish.

The three levels of honors are:

High Honors with Distinction: All grades greater than or equal to 90% and demonstrates Christian values.

High Honors: All grades greater than or equal to 85% and demonstrates Christian values.

Honors: All grades greater than or equal to 80% and demonstrates Christian values.

In order to be placed on Honor Roll, students cannot have comments indicating an area of concern for the Christian Values of Cooperation, Respect, Responsibility, or Self-Control. Also, students may not have any serious disciplinary infractions. See pages 20-21 for a list of these infractions.

Midterm and Final Exams: All students in grades 6-8 take mid-term and final exams in their academic subject areas. The teacher will determine examination material. Grade 8 students who maintain in all subject areas a 95% or higher average each trimester and demonstrate positive Christian values without any serious infractions may be exempt from the final exam at the teacher's discretion.

Graduation: Students graduate after successful completion of the eighth grade program. Any student having a failing grade in any core subject will participate in graduation activities, but will not receive a diploma. That student will be required to complete a summer course of study and pass an assessment to demonstrate subject knowledge. If a student fails two or more core subjects, he/she will be retained in grade eight and be prohibited from attending any graduation activities, including the ceremony itself. Also, no student shall be allowed to participate in the graduation activities if he/she has outstanding tuition or fees, unless a mutually accepted agreement has been made with the principal/pastor.

Grade 8 students who excel academically will be awarded honor cords to be worn at Graduation. Students who receive a **cumulative average of 95% or higher in each class** will receive a gold honor cord. Students who receive a **cumulative average of 90% or higher in each class** will receive a white honor cord.

Middle School Dance Guidelines

1. Saint Rose of Lima School administration, faculty and designees will be the sole chaperones at all Saint Rose of Lima School dances.
2. At the discretion of the principal and pastor, a City Police Officer may be hired to police a dance.
3. All students and visiting students must be dressed appropriately and modestly. No tank tops, tube tops, spaghetti straps, halter tops, miniskirts, low-fitting pants, baseball caps, or clothing with any message, logo, picture or slogan that conflicts with Catholic values may be worn. The principal or designee will determine what appropriate and modest dress is. Students inappropriately or immodestly dressed will be sent home.
4. Inappropriate, suggestive or aggressive dancing is not permitted at any time. After a first warning, a second correction may result in a student being dismissed.

5. A cell phone or other electronic device may be brought to a school mixer for use to call a parent/guardian at the end of the night, in case of an emergency, or if a student is dismissed. Cell phones and other electronic devices may NOT be used for any other purpose. Cell phones and other electronic devices may be confiscated and returned at the end of the mixer if used contrary to this policy.
6. Backpacks and sports bags are not allowed at a school dance.
7. All students attending a school mixer must remain the entire time, unless sickness ensues or another arrangement has been made before the dance with student's parent/guardian and the principal.
8. Only students from schools that participate in a school dance are permitted to attend. All other students, friends and family are prohibited from attending the dance.
9. All students and visiting students will abide by the rules, policies and practices of Saint Rose of Lima School. Failure to comply with school rules will result in dismissal from the dance and may result in further disciplinary action.
10. Saint Rose of Lima students will be held to these guidelines when participating in a dance at another school.

FOR PARENTS OF ROSEBUDS AND PRE-K STUDENTS:

Toilet Training Consent Form

I hereby give permission to the faculty and staff of Saint Rose of Lima School to assist my child in the process of changing clothes after a bathroom accident. I understand it is still the expectation of the school for my child to be fully potty trained and able to wipe him/herself, but in the event of an accident, the proper changing procedures will be put into place.

Parent signature_____ Date_____

Saint Rose of Lima School Information Release/Acknowledgement

Your signatures here will be considered your acknowledgement for the duration of your child(ren)'s educational tenure at Saint Rose of Lima School.

I have read the Saint Rose of Lima School Parent/Student Handbook, including the Computer/Internet Policy therein, and am willing to be governed by it. I acknowledge that the school/principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

All students in Grades K through 8, and all parents of students in Grades Rosebuds through 8, must sign below.

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

PHOTO / VIDEO RELEASE FORM

Yes, I hereby give permission for my child(ren) to be photographed or videotaped during their time at Saint Rose of Lima School. I understand that photographs may be published in the newspaper, a magazine, the school's website, the school Facebook page, or other publications, and that photos and videos may be used for informational, educational, and promotional purposes regarding the programs or curriculum for Saint Rose of Lima School and/or the Diocese of Providence. (Changes may be made at any time in writing.)

- Yes, I give permission
- No, I do not consent to photography or videotaping of my child(ren)

Parent Signature _____ Date _____