



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!"

**200 Brentwood Avenue
Warwick, Rhode Island
02886**

Phone: 401-739-6937

Fax: 401-737-4632

Website: <http://www.saintroseschool.com>

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

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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 special qualities 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 they make to ensure that their 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, 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 School 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 re-registering returning students are required to submit a completed registration form annually and pay a family registration fee. Family accounts must be current in order for the application to be processed or accepted.

New Students entering Rosebuds, a program for 3-year-old children, must be 3 years old on or before September 1st of the new school year. Students must be fully toilet trained. Students entering Pre-Kindergarten 4 must be 4 years old on or before September 1st of the new school year. Children who turn 5 years old on or before September 1st are eligible to attend Kindergarten that school year. Children who turn 5 years old after September 1st are not eligible to attend Kindergarten that year. Children entering 1st grade must be 6 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 8 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) DH Form 680 Immunization Record
- 4) DH Form 3040 Physical Examination

- 5) Certified copy of a Birth Certificate
- 6) Registration form and nonrefundable registration fee
- 7) Copy of the child's Baptismal Certificate (for Catholic students)
- 8) Current Individual Education Plan (IEP) forms, 504, or PLP plan if applicable
- 10) Student shadow visits are encouraged for all grades

NOTE: Students coming from other Catholic or private schools must have cleared their accounts at the former school before starting 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. Families must be registered for FACTS by the end of May 2021 for the 2021-2022 school year.**

Fundraiser Fee: Each family will be charged a \$350 fundraising fee through FACTS Management. The administration will offer certain designated fundraising programs that students and their family can participate in in order to offset all or a portion of the fundraising fee. The total raised up to \$350 will be credited by the tuition office by the end of the current school year.

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

Volunteering at the school/parish and/or being a member of the PTO (Parent Teacher Organization) does not constitute an exemption from the full tuition or fundraising fee.

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 is 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. **Andrew Martin Fund:** This program is offered through SS Rose & Clement Parish. This fund was established in memory of Andrew Martin class of 2013 who passed away in August of 2018. Donations to this fund provide financial assistance to active parishioners (those who attend Mass every week). You must complete the FACTS Grant & Aid application and request and complete an Andrew Martin Fund Application which can be obtained through the school office.

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 in 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. Unpaid tuition and other fees must be resolved prior to withdrawal. Should St. Rose be mandated to execute a distance-learning program to the entire school, a grade or individual pupil there is no adjustment in tuition.

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, Rediker Portal access, 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: It doesn't cost you a thing! Nothing more than what you already spend at the grocery store. Purchase gift cards for Stop & Shop or Dave's Marketplace to be used like cash when you shop. Cards come in increments of \$10, \$25, \$50 and \$100. You get the same card value. For example, a \$10 gift card costs you \$10 and is worth \$10 at the store. 5% of all the gift cards you buy (or someone else who buys in your family's name) comes back to the school. 2.5% goes to the school and 2.5% gets applied directly to your next year's tuition bill!

Withdrawal: If it is necessary to withdraw a student during the school year, parents must 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 will 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 the parent or the new 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 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.

Morning Care

Morning care will be provided from 7:00am-7:30am. All students in morning care are required to wear masks and will be sequestered with their assigned pod. Parents must escort students to the back gym door and ring the bell to enter. Parents must remain outside until students have been checked in and screened. Cost is \$7.00 per child, per day.

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 put forth by RIDOH and jeopardizes security. In order to keep children safe during these times, teachers must not be distracted by adults picking up and/or dropping off students. These are not times to use for conferences or meetings with the faculty. Please schedule a time to meet with a teacher at a mutually agreed upon time.

Arrival: Drop off time is 7:30am-7:45am.

Parents of Rosebuds through Grade 2 students will arrive at the back gym door, following similar dismissal procedure as the 2020-2021 school year, families will drive down Inman and pull onto the service road between the rectory and the Mary Garden (**forming 2 lanes**), and exit onto Main Ave; **making a right handed turn ONLY**. Please do not block the driveways of the rectory and convent while waiting in line.

Grades 3-5 will arrive at the Brentwood Entrance. Please do not pull between the cones, as that is the designated bus stop.

Grades 6-8 will utilize the middle school entrance, entering into the parking lot from Brentwood and exiting onto Main Ave **making a right handed turn only**. New this year, **please form 2 lanes** when entering the parking lot.

Dismissal:

Rosebud and Pre-K dismissal will take place at the front door on Brentwood Avenue. Parents must walk up to the front door to pick up their child.

Grades K-4th will exit the back of the gym. Families will drive down Inman and pull onto the service road between Father's house and the Mary garden, and exit onto Main Ave; making a **right handed turn ONLY**. (2 lanes)

Grades 5-8 will utilize the middle school entrance, entering into the parking lot from Brentwood and exiting onto Main Ave making a **right handed turn only**. (2 lanes)

Cars should not be parked in front of the school as this is a school bus loading zone. 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 who is late for school should report to the office, receive a late pass and go directly to their homeroom. A school representative will ensure the student gets to class. Perpetual unexcused tardiness may result in a meeting with the Principal and will impact a student's perfect attendance.**

Bus Transportation: School buses are provided to students in grades K-8 by the City of Warwick for Warwick residents only. The administration at the school will provide the bus company with a list of families who have requested transportation. The schedule of times and stops is printed in the *Warwick Beacon* the week before school begins. 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 (Kids' Haven): Kids' Haven staff members supervise the After-School Care program provided from dismissal, 2:00pm, until 5:00pm. Students who are not picked up at the end of the day will be sent to After School Care, **and charges will be incurred.** Additionally, any student not picked up by 5:00pm will incur a late fee and may lose the privilege of utilizing the After-School Care program. **Kids' Haven invoices not paid may result in the loss of privilege to utilize the program and loss of access to the parent portal.** 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. During Kids' Haven all students are expected to wear a mask at all times.

Students utilizing the Kids Haven program may use their assigned Chromebook to complete school assignments. Chromebooks should not be used to play games during Kids Haven.

Absences: Parents are responsible for the regular attendance of their child at school. If a student is absent, a parent **must notify the school** and provide the reason. Absences shall be excused for the following reasons 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 of three or more days, the student is **required to present a written excuse** stating the date, the reason for absence, and the signature of the parent.

Vacations/Travel: Family vacations during school time are strongly discouraged and will **not** be considered excused absences. Families travelling internationally may be required to participate in remote learning for two weeks after returning and also get tested for Covid-19. Travel to domestic hot spots will require a negative Covid-19 PCR test obtained three (3) days after the child's return. In addition, those traveling to certain domestic locations may also be required to participate in a period of remote learning and also get tested for Covid-19.

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. Upon return, students will have **two days per day absent** to make up missed 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. All current assignments are expected to be turned in prior to leaving, in order to receive full credit. Upon return, students will have **two days per day absent** to make up missed work.

Make-up Work for Unexcused Absences: 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. Upon returning to school students will be provided with all make-up work to be completed. Tests missed during an unexcused absence, including STAR testing and 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 Rediker alert system when possible from the school and/or post to RI Broadcast. Saint Rose of Lima School usually, **but not always** follows the Warwick School Department announcements regarding no school, delayed openings and/or early dismissals due to inclement weather. If St. Rose of Lima opens when Warwick Public Schools are closed bussing will not be available.

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 Rhode Island Broadcasters Association (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/>

Snow Days

When there is no school at St. Rose of Lima due to inclement weather, those days will be treated as “traditional snow days” not an Electronic Day. In the event of a unique circumstance where the school is closed for an extended period, this may be revised.

Distance Learning: Distance Learning as an alternative to in-school learning is not an option for pupils as all students will be participating in an in-school learning program. However a remote program will be offered to certain students or classes under extenuating circumstances. **Each team will offer a unique program which is age appropriate.**

Team Programs

Distance Learning Policy for grades K-2

- Day one is considered a sick day and distance learning will not be provided.
- If your child will be out sick for an extended period of time, then they may participate in distance learning until they are well enough to return to school.
- Login times will be provided by the teacher for the areas of Math and Language Arts.
- Students quarantining will be provided distance learning for the duration of their quarantine.
- Please be prompt and log in on time.

Distance Learning Policy for Rosebuds-Prek-4

- Sick days will remain sick days.
- If a student must remain out of school for an extended period of time teachers may provide interactive lessons via Seesaw.
- There will be no virtual Login.
- Lessons will be provided on a case by case basis.

Distance Learning Policy for grades 3-5

- Students in grades 3-5, will be allowed to participate in online learning upon the 2nd day of absence.
- Parents will be responsible for acquiring the students' work in person.
- Parents should email the teacher as soon as possible so that the teacher has ample time to prepare for the student's remote learning.

Distance Learning Policy for grades 6-8

- Students will follow their entire "in-school" class schedule, including AR time. Small adjustments may be made at the discretion of the instructor. Details will be clearly outlined if this situation arises.
 - For example, science will meet virtually at the same scheduled classroom time each day.
- All teachers, including all specialists, will utilize Google Classroom and Google Meet with an operating camera.
- Students must be visual on all Google Meets. The chat feature is not to be used.
- Students need to submit work, as required, via Google Classroom, per instruction and time stamp. Work may also be submitted using other means as instructed.
- Students need to have appropriate dress and be sitting at a desk or table.

It is the responsibility of parents to ensure that their child while home completes the work and submits the assignments electronically. Our school does recognize that each child's situation is different at home and will be flexible, but it is important that assignments are completed to ensure that academic performance is not disrupted. All students will need to be dressed in proper attire (no pajamas) during distance learning. Dress code policies, ie. jewelry, make-up, hair and nail polish, should also be followed. Rosebuds - Grade 5 students will also be expected to participate in remote classes and all teachers will use Google Classroom, Zoom/Google Meets. Parents of younger children will need to assist with the program. Attendance will be taken daily. **Pupils enrolled in Grades 4-8 are given their own Chromebook and must take it home daily so that they have access to electronic communication during an E-Day and periods of distance learning.**

If your child wakes up and exhibits 1 or more possible symptoms of COVID and needs to remain home, **PARENTS NEED TO EMAIL THE STAFF MEMBERS LISTED BELOW.** This is imperative so we are getting the same information.

- Your child's homeroom teacher
- The nurse
- Both secretaries

For day one (1) of the absence, the student should focus on getting well and rest. The teacher will be given the day to prepare the necessary materials needed for instruction on day 2. The teacher will notify the parent when the materials are ready to pick up, if the student needs to stay out more than 1 day.

If your child is unable to attend school on day 2 (or longer) due to exhibiting symptoms of COVID-19 or needs to be tested or quarantined, he or she will be able to participate in distance learning beginning on day 2. It will be imperative that materials be picked up before 8:30 am on the second day of the absence, so the child has his or her learning materials to complete for the distance learning day.

There are school guidelines and expectations for Distance Learning. Students cannot simply just move to DL, there must be a valid reason. The **ONLY** time students should be accessing distance learning is:

- if they have symptoms of Covid and/or will be absent for more than one day,
- the student/students are in quarantine/isolation,
- the class/school is placed on distance learning per the school administration.
- upon returning from travel when visiting a location RIDOH requires a period of quarantine, a remote program will be provided. No remote program will be offered while the family is travelling.

VII. SCHOOL DRESS CODE

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 (Grade 8 privilege is the exception).

Pre-K 3 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)
Girls may wear the optional maroon dress from Donnelly's.
Year-Round Uniform for Girls
Girls Grades K-2
Plaid Jumper, no shorter than 2 inches above the knee or uniform Navy Slack
Pink Round collar Blouse with Logo (short or long sleeve), or Maroon Polo with school logo
Maroon Crossover Tie (No Maroon Crossover Tie needed with Maroon Polo)
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 uniform 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 or Plaid Skirt or Skort, no shorter than 2 inches above the knee
Khaki Uniform Slack with optional belt
Pink Oxford with Logo, Long or Short Sleeve
Optional: Maroon Crew Cardigan with Logo Maroon V-neck Vest with Logo
Grade 8: Class sweatshirt as Grade 8 privilege is allowed

Girls Accessories

Prefer Plaid or Solid blue, brown, gray, black Headband, Scrunchi, Barrette or Bow. Nothing Distracting.

Belt: Solid black, brown, gray, or navy (Nothing Distracting)

Tights/Socks: Gray, maroon, white, blue, or black. **No Footless tights/leggings.**

Shoes: Solid brown, tan, black, gray, burgundy, 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 (no belt through grade 3)

Light Blue Oxford, long or short sleeve (**Only** K through 3rd 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
Grade 8: Class sweatshirt as Grade 8 privilege is allowed
Boys Accessories
Belt: Solid black, brown, gray or navy (No Distractions)
Socks: Gray, navy, black, white, or khaki (No Distractions)
Shoes: Solid brown, tan, black, gray, burgundy, or navy
NO "work boots" or outdoor rain/snow boots
Warm Weather Uniform for Boys
Maroon Polo with Logo (tucked into pants or shorts)
K-5 Navy Shorts (Grades 4-5 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: Only St. Rose Donnelly's, sports or school sweatshirts will be allowed

Shoes do not need to be purchased at *Donnelly's*. **Students may wear sneakers to school only on PE days. Dress shoes are to be worn all other days.**

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 from the lobe. No multiple piercings. One bracelet may be worn. Scrunchies are not bracelets and may only be worn in girl's hair. Girls may wear one ring on each hand. Boys are not permitted to wear ANY earrings or rings. Boys may only wear one bracelet and it needs to be either a felt or jewelry piece from a charity or school related project. A medical identification bracelet is acceptable to be worn by both girls and boys in addition to the one. One appropriate necklace is allowed. Ties and scrunchies are not considered jewelry and should not be worn as such.

Make-up: Not allowed (mascara, eye liner or blush). 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 pale light pastel colors such as pink, white or cream-colored polish (**not allowed:** distracting colors such as black or orange). A French manicure with light tips and clear or opaque overlay will be allowed. No fake artificial nails or nail art is permitted. Students with fake nails will be asked to have them removed within two days. Students will also 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. Hair length in the front should be no longer than the top of eyebrows. Shaving eyebrows is not allowed. Boys must be clean-shaven. **No razor cuts or other faddish styles and/or hair colors. This applies to all students. Hair wraps and extensions along with unnatural colors are not allowed. Distracting hair colors, highlights, patterns, and any unnatural colors are not allowed.**

Novelty headbands (i.e. tiaras, pom-poms, etc.) are not permitted.

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

Graduation Dress Code:

Boys - Shirt, tie, dress pants and shoes are to be worn. No sneakers or boots. Dress shoes only for graduation. Hair should be one natural color.

Girls - Dresses should be an appropriate and modest length. No spaghetti straps, strapless, or low cut dresses are permitted. Hair should be one natural color. No sneakers, slippers or flip flops are allowed.

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 an appropriate length (no "short shorts") and if deemed inappropriate by the administration students will be asked to change or be sent home.** Blouses or tops should be long enough to cover the midriff when arms are raised above the head. Midriff should not be exposed.
- **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 at an appropriate length and at the shoulder. Tank tops are not allowed. Scrunchies are not to be worn as a bracelet and must be placed in student's hair. All clothing, jewelry, nails, and hair pieces may be checked at the principal's discretion.

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

Mass Uniform: Any day we celebrate Mass Kindergarten through Grade 8 pupils should wear their formal uniform. Boys need to be dressed with a tie and oxford. The only exception is for those pupils singing in the Chorus or playing in the Band. They may wear their polo. If a class has PE on Mass day students must still wear their Mass garments to school and pack sneakers to change into. No Uggs/BearPaws should be worn to school when we celebrate Mass.

MASKS: If RIDOH policy dictates, students must wear a mask upon arrival to school, during Morning Care, Kids' Haven, dismissal or any common area and when an itinerant teacher is in the room. There may be additional times masks will be worn, including Mass, assemblies, etc. Our uniform company

Donnelly’s may have them available to purchase in youth sizes, but alternative masks will be permitted as long as the cloth pattern or words are appropriate for a Christian environment. Masks with political rhetoric are not permitted in the school.

If RIDOH, RIDE or EDOC mandates non-vaccinated individuals wear a mask, St. Rose will follow this policy.

VIII. ACADEMIC POLICIES

Academic Reports

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

Kindergarten: Progress reports and report cards are issued electronically three times a year.

Grades 1 – 8: Progress and report cards are issued electronically 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	

Progress reports are issued in the middle of each grading period 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.

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

Further details regarding the 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.

STAR Testing: The dates to administer STAR testing are set by the Catholic School Office. These tests are very important to academic monitoring and are used for middle school placement into Honors Math and Reading. If a student is absent during STAR testing there is a one-week make-up period allowed that is also set by the Catholic School Office.

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 or mark them in any way (other than directed by the classroom teacher). 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 because of its condition, it is deemed non-returnable to the City of Warwick 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 said student and all faculty members who play a part in teaching the student. The conference will be held early enough in the school year in order to enable the student to prove him 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 paid in full. 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 failed grade at the end of the school year 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 impact 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, 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 fully support the school administration and the school staff in contributing to the spiritual, moral, academic, and physical development and welfare of students. This includes during Distance Learning periods when parents may be asked to participate in virtual meetings or lessons. Distance Learning is an option to students when there is a physical illness of more than one day, quarantine after travel, or quarantine recommended by professional service providers, such as a physician or RIDOH. If, in the opinion of the school administration, parental behavior, including but not limited to actions and verbal, slander, or written libel (i.e. 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, sever the partnership with the parents and require the parents to withdraw their child 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 event 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 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, 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 - continually repeated poor behavior
- 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 are being used without the proper permission.**
- **NO toys, fidget gadgets or squishy devices** 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 use of vulgar or obscene gestures including signs, pictures, or publications
- Students may not use libel, slander; verbal or written in regards to a faculty/staff member as well as the administration either
- 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 look alike 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 revocation of honor roll and/or privileges including field trips or any special school event (Walk-a-Thon, Field Day, Dances, overnight middle school trip etc.).**

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 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 used as a resort 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, poor Christian values or inappropriate conduct will be held ineligible from participation until approved by his/her teachers and administration.

Bullying: Rhode Island Statewide Bullying Policy, pp. 39-45

X. HEALTH AND SAFETY

Until COVID 19 State Guidelines change it will be necessary for students and adults who enter our school to be wearing a mask. At the beginning of each day, if it is deemed appropriate, a student will have their temperature taken before entering the building and entered on their wellness form. Hand sanitizer will be applied. Each child will also need to hand in a completed daily wellness form. If you have to give your child, Tylenol, Advil due to any COVID symptoms, please keep them at home. If a student shows symptoms of COVID-19 during the school day, the parent will be called to pick up the child ASAP, and advised to consult with their physician...testing may be necessary and if so, the negative response must be presented to the school and a Return from Illness Form before returning to school. In the event the state changes its mandates, we will follow their lead.

Saint Rose of Lima School employs a 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 Health Department 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 file 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 and has a fever greater than 100° must stay at home until fever free for 24 hours without use of fever reducing medications. As Covid-19 regulations regarding this change St. Rose of Lima School will execute whatever RIDOH mandates.

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 portion of the registration form 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 must be fever-free (and vomit-free) for 24 hours before returning to school. **Children who are sent home because of illness, must stay at home the following day.** In case of contagious disease, consult your family physician regarding a time for the student to safely return to school.

If a child presents with more than 1 COVID symptom, and the parent has completed the COVID TESTING Consent Form, a rapid test can be performed at St. Rose of Lima. By completing the COVID Testing Form at the end of this handbook, parents are consenting to having their child(ren) tested at St. Rose for the 2021-2022 school year.

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. Any parent, who is aware of their child having nits or live bugs, should notify the school nurse. Upon returning to school the student must report to the office immediately and be cleared by the school 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. Minor first aid treatment (such as applying Band-Aids) and the emergency treatment of a student may be administered by any professional staff member 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 have been prescribed Epi-pens or Inhalers by their doctor, professional staff will be notified and have been 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/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 the supervision of school personnel **only** if the school has, on file for the student, a current and completed Medication Authorization Form permitting self-administration signed by his/her doctor.

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.

Students needing crutches or wheelchairs must provide us with a doctor's order specifying the reason and duration for the use of the device. The note

should specify restrictions and any other modifications and/or restrictions that are needed.

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.

Covid-19 Vaccination

We reserve the right to require Covid-19 vaccinations in accordance with state and federal guidelines. Exemptions may be made for medical and religious reasons. St. Rose may require a Medical or Religious Immunization Exemption Certificate form be completed.

Those who are not vaccinated may need to adhere to certain requirements such as mask wearing.

Students Entering Kindergarten

Vision Screening and Lead Screening are required before entry. A physical exam by a child's doctor is also required.

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

Every child must have a printed copy of their immunization record on file at St. Rose of Lima before they begin school.

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: (a physical exam by the child's doctor is also required)

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

HPV vaccination: 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 the flu vaccine or attend our school Flu Clinic in the Fall.

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.

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 for 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/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, please call the school office (401-739-6937). We ask that you do not call/text your child during school hours.

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 email address is also necessary to receive Rediker notifications and weekly emails.

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 when his/her parent or other person responsible for his/her welfare:

- Inflicts, or allows to be inflicted upon the child, physical or mental injury including excessive corporal punishment.
- Creates or allows to be created a substantial risk of physical or mental injury to the child, including excessive corporal punishment.
- Commits or allows being committed, against the child, an act of sexual abuse.
- 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.
- 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.
- 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.
- Abandons or deserts the child.
- 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.
- 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.
- 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.

- 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, governability, 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. Parents/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 first addressed that issue with the teacher.**

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 the passing academic requirements of the grade level. The administration reserves the right to not allow a pupil to participate in a field trip. 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.**

Field trip money is non-refundable in the event a student is unable to attend.

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.**

Fire Drills: In compliance with Diocesan and State 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 their 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 items will be donated.**

Lunch: Hot lunch is served Monday through Friday. A monthly menu is available to parents on www.orderlunches.com. Students may bring their own lunch. All hot lunch items must be ordered online two days in advance. Everyday lunch items such as; sandwiches, salads, ice cream, milk etc., can be ordered before 8:00am of that day.

If your child is absent and you have pre-ordered hot lunch, milk, or ice cream, it is the responsibility of the parent to secure credit from orderlunches.com. If this is not possible due to time constraints, please contact the school office so it can be done administratively.

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 can be life threatening. As a precaution no tree nut/peanut products may be sent to school.**

Health Records – Academic Records: 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 students graduate or leave the school for any reason, official records are forwarded by our office directly to the new school. No original official records are permitted to be given to parents, although copies may be obtained by the parent upon request.

If a tuition balance is unpaid records will not be released until such funds are paid in full.

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, may conduct searches at any time.

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. Delinquent athletic registration fee will result in a pupil not being eligible to participate in any athletic team and/or attend the Sports Banquet.

Visitors: Saint Rose of Lima School is a secure campus. All visitors upon arrival must state the purpose of their visit. Should State Guidelines allow it, parents are most welcome at our school, but no one may enter the interior school area without permission. Additionally, **no unauthorized personnel may open any school door to allow admittance to anyone at any time.** This policy is intended to protect everyone in the building and especially your child.

BCI Check and Volunteering

Safe Environment Training: All volunteers must complete the attached BCI paperwork; watch the video on our website (under parent volunteer) prior to assuming any formal responsibilities in any school in the Diocese. See the end of this handbook for forms which need to be returned to the school office (we have a Notary on staff). We will mail the Office of

Compliance, 80 St. Mary's Drive, Cranston, RI 02920 by fax 401-941-1195 or compliance@dioceseofprovidence.org. Please maintain copies of these documents for your files.

XII. Student Acceptable Use of Technology

Saint Rose of Lima School provides technology resources to its students and staff for educational and administrative purposes. 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 these 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. 40-44)

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. (i.e. 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 on websites. Online conduct can easily fall into unintended hands 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 the appropriate school personnel.
- If a student continuously misuses their chromebook it will be taken from them. For middle school pupils there are four steps of offenses before it is confiscated.
- Any pupil that is expelled or transfers during the school year, graduates or does not re-register must return their chromebook to the school. If they do not, they will be required to pay for the device.

STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY
Effective: June 30, 2012

INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

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.**

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.

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 4) Handbook Supplement

Age Requirement: Enrollment in our Early Childhood Program is based upon State and Diocesan policy. A child's birthday must be BEFORE September 1st.

- To enroll in the Rosebuds a child MUST be 3 by September 1st.
- To enroll in the Pre-K 4 program a child MUST be 4 by September 1st.
- To enroll in Kindergarten a child MUST be 5 by September 1st.

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 explained and reinforced to the children so they are all familiar with the guidelines. Please keep in mind that there will always 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. We will work diligently with 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. Family and school will always work together to resolve the problem. **If, however, a child continues to put a 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 prevent all biting.

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:

- Faculty and staff will meet with the principal on a routine basis for advice, support and strategy planning.
- Educators will chart occurrences as well as indicate location, time, participants, behaviors, staff present and circumstances.
- The Educator will "shadow" children who have a tendency to bite.
- The Educator and principal will arrange a conference with the parents of the child who is biting to develop a written plan of action.
- Follow up meetings, emails, or telephone conversations will be scheduled as needed.
- After 3 or more biting incidents, a parent will be called to pick up the biting child.
- 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 care, or adults such as the principal, teachers, and assistants.

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

- The biting will be interrupted with a firm "No, we don't bite people."
- Educators will stay calm and will not overreact.
- Educators will remove the child who bit, from the situation.
- The child who was bitten will be immediately comforted.

- The wound of the child who was bitten shall be assessed and cleansed with soap and water and ice may be applied.
- The parents of both children will be notified of the biting incident. Appropriate forms will be completed and documented. (Incident Report)
- Confidentiality of all children involved will be maintained.

Toilet Training: Children must be fully potty trained when entering the Rosebud and Pre-K 4 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 if the consent form has not been completed and returned to the school.

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 their 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. Upon returning to school the Nurse must clear the child before he/she is permitted to attend class. 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. Any parent who is aware of their child having nits or live bugs, should 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. **Food items labeled "may contain nuts" are also not permitted. Items labeled "manufactured in a facility that contains nuts/peanuts are allowed into the building as long as they do not contain nuts/peanuts. Pupils with a nut/peanut allergy will not be allowed to eat such items.** 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.

For potluck events, school parties, and other school sponsored gatherings those with allergies are encouraged and allowed to bring their own food to eat.

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

Everyday Snack Suggestions: Pudding Snack cups, Gelatin Cups, Fruit, Veggies and dip, Pirate Booty

Distance Learning

In the event distance learning is implemented, early childhood (including Rosebuds and PreK4) will be provided with a remote program. Parents of younger children will need to assist with the program. Attendance will be taken daily.

Technology

Kindergarten - Grade 3 have the privilege of using chromebooks during the school day. Students must treat chromebooks with care. If chromebooks are damaged by a student, any damage deemed to be caused intentionally will be the responsibility of the person/persons involved. The cost of the repairs will be billed to the family.

Students will be required to login to the chromebooks via their school accounts. St. Rose of Lima reserves the right to monitor online activity accessed via school owned devices. This includes Internet activity, files and email. Contents may be disclosed to parents or guardians, administrators or law enforcement. Any student who misuses a chromebook may have their privileges suspended for a period of time.

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 pages. 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 a lot 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. A specific distance learning schedule has been created and middle school students will be expected to consistently participate in the schedule. Specials will meet weekly at their normally scheduled times. Attendance will be taken daily during distance learning. Students will need to be dressed in proper attire (no pajamas) during distance learning.

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 vital 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 Plus Portals online.

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, 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 the 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 cumulative average 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 8th 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 8th grade 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 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 90% or higher in each class** will receive a gold honor cord. Students who receive a **cumulative average of 85% or higher in each class** will receive a white honor cord.

Blue Community Service Cord: In addition, to the gold and white honor cords, any 8th grade student may earn a blue honor cord to be worn at graduation by meeting the following service hour requirements:

- 30 hours of Community Service
- Must devote a minimum total of 8 hours to each service area :
- Church, community, and home.
- Must have service hours documented and signed on school given form.
- Must complete and turn in by assigned date to Religion teacher a 5-paragraph essay of a reflection on his/her individual service hours and opportunities.

Middle School Dance Guidelines

- Saint Rose of Lima School administration, faculty and designees will be the sole chaperones at all Saint Rose of Lima School dances.
- At the discretion of the principal and pastor, a City Police Officer may be hired to police a dance.
- 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.
- Inappropriate, suggestive or aggressive dancing is not permitted at any time. After a first warning, a second correction may result in a student being sent home.
- 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.
- Backpacks and sports bags are not allowed at a school dance.
- All students attending a school mixer must remain the entire time unless sickness ensues or another arrangement has been made before the dance with the student's parent/guardian and the principal.
- 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.
- 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.
- 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_____

2021-2022 Grades 4-8 Chromebook Agreement

Devices purchased by the school, and used by students, remain the property of St. Rose. Each student will be assigned a charger, chromebook (serial number has been recorded) with case and long strap which is theirs to use for the school year. Before leaving at the end of the year, or when withdrawing from St. Rose of Lima, students are responsible for returning everything assigned to them or the family will be billed the replacement cost of the equipment.

Damage, malfunction, theft and any other similar occurrences must be reported to the school within 24 hours. Damage deemed to be caused intentionally will be the responsibility of the person/persons involved. The cost of the repairs will be billed to the family.

Students may make digital modifications to their chromebooks (backgrounds, avatars, etc. Non-digital modifications such as stickers, or other ornamentation may not be applied to school devices. Modifications must be reversible and may not affect the performance of the equipment. No personalization of the case is allowed. It is the student's responsibility to make sure their device has been charged sufficiently to use.

Extensions and/or apps that are added to the devices must be approved by the teacher in charge and must be used for educational purposes. Social media, including, but not limited to Twitter, Snapchat, Tik Tok, etc. is prohibited from use by students while using school devices. Chromebook cameras and microphones may only be used under the supervision of a teacher. Images must be used only for educational purposes.

Students will be required to login to the chromebooks via their school accounts. St. Rose of Lima reserves the right to monitor online activity accessed via school owned devices. This includes Internet activity, files and email. Contents may be disclosed to parents or guardians, administrators or law enforcement.

Prohibited behavior will result in the following disciplinary measures:

First offense - warning

Second offense - loss of privileges for the remainder of the day and the following day, plus a conduct slip

Third offense - loss of privileges for one week and a detention

Fourth offense - loss of privileges. Reinstatement of privileges determined after a meeting with parents or guardian and the principal.

Please sign and return the form below.

I have read the 2021-2022 Chromebook Agreement and will abide by the information contained within it. I understand that this agreement will be enforced until the first day of the 2021-2022 school year or until I have returned the chromebook and accessories I was assigned.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Saint Rose of Lima School Information Release/Acknowledgement

Your signatures here will be considered your acknowledgement for the duration of your child'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.

PHOTO / VIDEO RELEASE FORM

Yes, I hereby give permission for my child/children 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.).

If Distance Learning takes place all virtual meetings will be recorded by the teacher.

Student Signature _____ Grade _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____



Dear Parent/Guardian:

The Rhode Island Department of Education (RIDE), in collaboration with the Rhode Island Department of Health (RIDOH), is pleased to announce that we are now offering participation in COVID-19 testing program at your child’s school. Rhode Island continues to pursue aggressive testing for COVID-19 as a foundation of addressing the pandemic in the state. As part of the state testing approach, we are now testing in schools.

St. Rose of Lima school will offer polymerase chain reaction (PCR) tests to all students, staff, and teachers throughout the school year. PCR tests are administered by RI Department of Health personnel. Binax rapid tests are also offered. Binax tests are given by St. Rose staff who have been trained by the RIDOH. Tests are being offered at this site free of charge. This form will serve as consent for the 2021-2022 school year. We will notify you of any testing dates in the event that you do not wish to participate simply e-mail and let us know.

However, if you have signed this consent form and you do wish for your child to participate you will not need to sign another consent form. For the test, your student will receive one nasal swab. This swab will be sent to a lab for PCR-based testing. The results of this test will be available in 24-48 hours on portal.ri.gov. The school administrator at your student’s school will have access to the results of the PCR test. If you have any questions on the program you may reach out to your student’s school.

In order for your student to participate in this testing program, your permission is needed. Sign below and return form back to the school if you would like your student to participate.

I give permission for my child to receive the PCR test during the 2021-2022 school year.

I give permission for my child to receive the Binax test during the 2021-2022 school year.

Child’s Name: _____

Child’s School: _____

Child’s Grade Level: _____

Child’s Birthdate: _____

Home Address: _____

Parent/Guardian’s Phone Number: _____

Parent/Guardian’s EMAIL: _____

Parent/Guardian’s Signature: _____