

# St. Rose School

CHELSEA, MA

## Handbook for Students and Families

2012-2013

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Chelsea, MA 02150  
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[www.strosechelsea.com](http://www.strosechelsea.com)

*St. Rose School is accredited by the New England  
Association of Schools and Colleges.*

Summer 2012

Dear Students and Families,

This handbook has been a labor of love. The teachers and I have spent many hours working to update our policies and procedures and this is the finished product. It is my sincere hope that it helps us all to start this year on the same page, and that it clarifies any questions you might have so that you know what to expect. Whenever possible, we have tried to explain the reasoning behind certain rules and procedures, and we hope that you understand that ultimately, our students' safety is our primary concern. I also believe that the nature of this handbook is that it will be a living document that changes over time as new issues arise and circumstances change. As changes are made, you will be informed in the weekly newsletter and the updated handbook will be posted to our school website. Every parent is required to read this document. Please know that I am available should you have any questions or concerns. I am very much looking forward to what I know will be a great year for our school community!

Many blessings,

Ms. Caitlin Keeton, Principal

## MISSION STATEMENT

The mission of St. Rose School is to affect positive change in our world by providing a secure environment where our children are taught Christ-like values and strong academic skills.

We respect, uphold, and nurture Catholic traditions and family life in our school community of many cultures.

**We aspire to meet the needs of our students and their families through works of love, mercy, and justice among God's people.**

## ACCREDITATION

St. Rose School is accredited with the New England Association of Schools and Colleges.

## ADMISSION

St. Rose School offers a high quality educational experience and strives to accommodate and welcome all candidates seeking admission, regardless of race, religion, national and ethnic origin. We do not discriminate based on any category of student or family. We do, however, believe it is our ethical and moral obligation to only admit students whose needs we can meet with the resources we have. It is up to the judgment of the administration as to whether or not St. Rose will be able to adequately serve potential students and their families.

The goal of our school, similar to all Catholic schools, is to present the Catholic faith and Church teaching to our students within the context of a rigorous academic, spiritual, and moral education program. Our students strive for high academic achievement, are taught to love and worship God, and live out the Gospel teachings. We all work together to build community and give of ourselves in service to others.

Admission to St. Rose School is dependent on both academic qualifications (test scores, previous report cards, etc.) and the desire to promote what is in the best interest of the student. Parents/guardians of students entering St. Rose School must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum. All students (Catholic and Non-Catholic) will participate in religion classes and attend liturgies and prayer services with the rest of the school community.

Students entering K0 must be three years of age on or before August 31 of that year. Students entering K1 must be four years of age on or before August 31 of that year. Students entering K2 must be five years of age on or before August 31 of that year. This is in accordance with the policies of the local public school system. It is our belief that even

though a child may be advanced in academic and/or social skills, the immediate benefits of enrolling them in school before they are ready do not outweigh the long-term effects on the development of the whole child.

Documents required include: birth certificate, baptismal certificate (if applicable), immunization and health records, most recent report card and other official school records (if applicable).

### ARRIVAL AND DISMISSAL

School hours are from 7:45 am to 2:45 pm. School is dismissed at 11:30 am on half days.

No student should arrive on school property before 7:30 am. After 7:30, students are supervised by teachers. During the spring and fall, if the weather is nice, students may gather outside between 7:30 and 7:45. Grades 1,2, and 3 will gather on the church side of the building. Grades K1,K2, 4, and 5 will gather on the other side of the building. Grades 6,7, and 8 will gather behind the school building. At 7:45, the bell will ring and all students will enter Hubner Hall, where we will gather as an entire school to hear announcements, recognize birthdays, and pray together to begin our day. **Students arriving after 7:45 will be confined to the lobby until Community Gathering is over; then they will go to the office to sign in as tardy before going to their classrooms.** During the winter, and anytime we have inclement weather, students will enter the building after 7:30 through the front doors. They will gather at their designated table in Hubner Hall with their class until 7:45, when Community Gathering begins. After Community Gathering, all classes will go to their classrooms to begin the day.

**Students who arrive after 7:45 am will be considered tardy. Recognizing that excessive tardiness has a direct impact on a student's academic progress, students in Grades 1-8 with five tardies will be required to serve detention after school.**

Once students have arrived at school in the morning, they are not to leave school grounds for any reason, unless they have specific permission from the principal.

Parents who need to dismiss their children early must go to the school office and sign their children out. The child will then be paged to the office for early dismissal. **Under no circumstances should parents go to the classroom on their own.** This disrupts the teaching and learning that is going on.

Parents who drive their children to school should be aware that they are not to enter the back parking lot in the mornings. Middle school students gather in that space and are often playing sports. For their safety, please do not pull into the lot; instead, drop your child off just outside the gate or in the front of the school instead. Parents who drop their children off in front of the school should make every effort to pull up alongside the front of the school so that their children can safely exit the car and enter the building. If you

MUST come up the opposite direction on Broadway, please pull over safely and remind your child to walk down the sidewalk to the crosswalk in order to cross the street. We want all of our students to safely arrive and leave school every day!

Parents who drive to pick their children up in the afternoons should park the car and come get their children. Children should always cross the street at the crosswalk with the crossing guard, for their safety. Under no circumstances should a parent be driving by, and expect their child to run out to their car. It is important for teachers to see who is picking a child up so that no child ever goes home with a stranger by mistake. Students are expected to leave school grounds upon dismissal. They should not hang out in front of or behind the school. If their parents do not pick them up on time, they should come back into the school and go to the after school program, so that they can safely wait for their parents' arrival. Students who are picked up late and are sent to the after school program will be charged for an afternoon of care. Please make every effort to pick your child up on time!

A child may be released only to parents or to an individual who has been authorized by the parents to pick up the child. If for some reason a parent is unable to pick up their child from school and needs to have someone else do so in their place, they should make every effort to have that person be someone who is already listed on the child's emergency form in the office. If it will be someone else, they need to call and give verbal permission to the secretary. Additionally, the person picking the child up will be asked to come to the office so the secretary can make a copy of the person's identification in case there is any problem later. Children will be released into the care of non-custodial parents unless court documents to the contrary are on file on the principal's office. Such documents should be signed and dated by court authority. Changes to custody agreements should be submitted immediately to the school office. Again, all of these precautions are to ensure the safety of our students!

## ATTENDANCE

Regular attendance is critical for a child's academic success. We expect parents to make every effort to get their children to school, on time, every day.

However, we do understand that illness does occur, and we ask that you do not send a sick child to school. If your child is going to be absent or tardy, a parent/guardian must call the school office at (617) 884-2626 between 7:30 and 8:00 am to report the absence. Children must be free of a fever, without medication, for 24 hours before returning to school. **On the day of the child's return to school, he/she must present a written note to the teacher, signed by the parent/guardian, stating the date(s) and reason for the absence.** Frequent or prolonged absences require a note from the child's physician.

Teachers will provide make-up work for absences such as illness or family emergency. Teachers are not required to provide work or give make-up tests for students who take

unscheduled vacations. Except in the event of prolonged absence (five or more days), students who are absent are expected to complete all assignments within three school days of their return.

A letter will be sent home from the office after 10, 20, and 30 absences. Students who are absent for 30 or more days will be in danger of being retained.

### BIRTHDAYS

Parents are invited to send in a small birthday treat for the student's class. This could be cupcakes or fruit to share with everybody. Likewise, students having a birthday party outside of school and inviting friends may only distribute invitations at school if they are giving them to everyone in the class.

### BULLYING

A complete version of St. Rose School's Bullying Prevention and Intervention Plan is available on the school website ([www.strosechelsea.com](http://www.strosechelsea.com)). The basic information follows:

#### I. Underlying Beliefs

- We believe that all people are made in the image and likeness of God, and have inherent dignity.
- We believe that we should treat others the way we would like to be treated.
- We believe that all students have a right to a safe learning environment.

#### II. Commitments

- We commit to taking specific steps to create a safe, supportive environment for vulnerable populations in the School community, and providing all students with the skills, knowledge, and strategies to prevent or respond to Bullying.
- We commit to zero tolerance for unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities.
- We commit to promptly investigating all reports and complaints of Bullying and Retaliation and taking prompt action to end that behavior and restore a sense of safety to all students.
- We commit to working with parents and community partners to make this plan comprehensive and maximize its effectiveness.

#### III. Definitions

“Aggressor”: a student who engages in Bullying or Retaliation.

“Bullying”: the repeated 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 Target that:

- causes physical or emotional harm to the Target or damage to the Target's property;

- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at School for the Target;
- infringes on the rights of the Target at the School; or
- materially and substantially disrupts the education process or the orderly operation of the School.

The “kid-friendly” version of this definition that we are using at school is:

- A bully is someone who hurts or scares you on purpose. Bullies use words or actions to make other kids afraid or to hurt their feelings. They might try to do it over and over again, and they might try to get other kids to join them. However it happens, it is wrong. If you see it happening, tell a caring adult right away.

*For the purpose of this Plan, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying (as defined below).*

“Cyber-Bullying”: Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: wire, radio, electromagnetics, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

- Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.
- Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment”: a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Retaliation”: any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds”: property on which the School building is located or property that is owned, leased or used by the School for a School-sponsored activity, function, program, instruction or training.

“Staff”: educators, faculty, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target”: a student against whom Bullying or Retaliation has been perpetrated.

#### IV. Procedure for Reporting Bullying or Retaliation

- Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member is required to report immediately to the Principal any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously, but the School expects all members of its learning community who witness or become aware of instances of Bullying or Retaliation involving a student to report it to the Principal. Reports may be mailed to the School at 580 Broadway, Chelsea, MA 02150, delivered in person, delivered over the telephone by calling the school at (617) 884-2626, or delivered via email by sending an email to the Principal.

#### V. Procedure for Responding to Reports of Bullying or Retaliation

- The Principal will take necessary steps to ensure the safety of the alleged Target as well as any witnesses to the reported incident.
- The Principal (with the assistance of designated School staff members when appropriate) will conduct an investigation to determine whether or not the reported incident is Bullying or Retaliation, including but not limited to interviews with alleged Target, Aggressor, and any witnesses. During these interviews, the Principal will remind the Aggressor that Retaliation of any kind will not be tolerated and will result in disciplinary action.
- The Principal will promptly notify the parents/guardians of the Target and Aggressor about the incident, the results of the investigation, and any disciplinary action to be taken. In compliance with Federal and Massachusetts privacy laws, details of disciplinary action taken may only be given to the Aggressor’s parents about their own child. Whenever possible, disciplinary action will be accompanied by counseling, social skills-building instruction, and/or behavior plans in order to not only hold students accountable, but also to teach them appropriate behavior.
- The Principal may consult with local law enforcement officials and/or the General Counsel for the Archdiocese of Boston if appropriate.
- The Principal will maintain confidentiality to the extent possible throughout the investigative process.
- The Principal will maintain a written record of the investigation.
- The Principal will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Principal will take steps



reasonably calculated to prevent recurrence and to ensure that the Target is not restricted in participating in School or in benefiting from School activities.

- The Principal will consult with other sources, including but not limited to classroom teachers, the Student Support Team, the guidance counselor, parents/guardians, and community partners in order to determine what steps should be taken to restore a sense of safety and security to all students.

### **CELL PHONES & OTHER ELECTRONIC DEVICES**

We understand that many parents give their children cell phones (especially in the upper grades) so that they can communicate with them in case of an emergency after school; however, cell phones can be a big distraction from learning during school. To avoid this, we ask all students in Gr. 4-8 to turn off their phones in the morning, and put them in a basket. The baskets are then kept safely in the office all day and returned to the students before dismissal.

Students are not to bring iPods, Nintendo DSi, or other video games or electronic devices to school. These items distract students from their work, and even before and after school, they are isolating and prevent students from conversing with others or doing other more meaningful activities like reading and playing games. If students are seen with these items (or cell phones) on school grounds (unless they are given specific permission by a staff member), they will be confiscated and will not be returned until the student's parent comes to school to get them.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Please inform the school office immediately if your address or phone number has changed. This information is important as it might be needed for emergency or medical reasons.

### **CRISIS MANAGEMENT PLAN**

St. Rose School has in place a crisis management plan in the event of an emergency situation. If there is a safety concern in the surrounding community, the school will be notified by the Chelsea Police Department and will go into lockdown. Students and teachers will be locked inside the school and no students or teachers will be allowed to leave the building; nor will anyone be allowed to enter. No child will be dismissed until the school is given permission by the Chelsea Police Department. In case of an emergency that requires an emergency dismissal during the school day, parents will be notified. The school will never dismiss a child without first contacting the parents.

### **DRESS CODE**

All students are required to wear uniforms. Students arriving at school in improper attire and without a written explanation from a parent will, the first time, receive a Uniform

Alert, which has to be signed by a parent and returned to school. The second time, the parent/guardian will be contacted to bring suitable clothing.

Girls – maroon polo shirt with St. Rose School emblem, navy pants or skort, navy socks or tights, and navy or black shoes with rubber soles

Boys – maroon polo shirt with St. Rose School emblem, navy pants (or shorts during hot weather), navy socks, and navy or black shoes with rubber soles

Polo shirts should be purchased at Collegiate House Uniforms, not embroidered at home. This is to ensure that all shirts are the same style and color. Shirts should fit properly; if they hang down below the waist, students will be asked to tuck them in. Pants should be around the waist; students whose pants are sagging will be required to wear a belt.

Students must wear navy socks with navy or black shoes at all times. Shoes should not have heels of more than  $\frac{3}{4}$  of an inch. Girls should never wear pants or leggings under their skorts.

Gym – All students are required to wear the official “St. Rose School” gym uniform on gym days. This includes a gray t-shirt with the school emblem, navy sweat pants, and sneakers. No jewelry should be worn on gym days for safety reasons.

On cold days, students may wear a plain navy cardigan or sweater over their uniform. They may also wear the official St. Rose School sweatshirt or fleece jacket with the school emblem. Students may wear boots to school on snowy days, but they must take them off when they get to school and put on regular school shoes.

The following are not allowed at any time: hoodie sweatshirts, hats/ball caps, boots (including Uggs), ostentatious jewelry (more than 2 bracelets or necklaces, large dangling or hoop earrings, etc.), excessive makeup, body piercing (other than a single piercing in each earlobe), hair dye, hair streaks, hair highlighting, fad haircuts like mohawks, words or images shaved into hair. All hair should be styled in such a way that facial features are visible at all times. Boys’ hair length should not reach below the top of the shirt collar or cover their ears. Boys may not wear earrings.

The reason we have a dress code is so that all students will come to school appropriately covered and dressed for success. We want them to feel good about themselves and be freed from distractions and materialistic concerns so they can focus on learning. The final decision as to what constitutes proper and appropriate dress rests with the principal; please direct any questions or concerns to the office.

Occasionally we will have Tag Days, when students can bring in \$1.00 to wear their regular clothes instead of the school uniform. On these days, students should still dress in a manner appropriate for school. Students may not wear t-shirts with suggestive or violent

messages, halter tops, spaghetti straps, clothing that exposes the mid-section, shorts or skirts that are too short, or shoes that may cause injury (including Uggs and other boots, flip-flops, clogs, high heels, and backless sneakers). Students may not wear spray hair dye, even on Tag Days.

### **FTO (FAMILY/TEACHER ORGANIZATION)**

This organization meets monthly to discuss school happenings and plan special events and fundraisers. The goal is for interested families to have a clear voice and also an avenue by which to support their children's school. Regular communication from the FTO will be sent home in the Thursday envelopes. Stay tuned, and please get involved if you are able!

### **FIELD TRIPS**

Field trips are a great way to extend learning beyond the classroom walls. Teachers, along with input from the principal, determine where their classes will go each year. The goal is that all field trips will somehow relate to each grade's academic studies. For example, when the younger grades learn about communities in social studies, they often go visit the bank, the library, the fire station, etc. Because safety is a major issue on field trips and because students represent St. Rose School when they are out in public, students who choose not to work hard in class or listen and follow directions will not be allowed to go on field trips. This is up to the discretion of the teacher. Whether transportation for the field trip is with the MBTA or a private bus company, students will be required to have a signed permission slip in order to go. Telephone calls and/or notes are unacceptable. If a student is not attending a field trip, he/she will remain at home that day and will be marked absent. Cell phones, iPods, and other electronic devices are not allowed on field trips unless otherwise directed by the teacher. If you are unable to afford the cost of a field trip, please talk to your child's teacher and/or the principal. We do not want any child to miss out due to inability to pay.

### **FUNDRAISING**

All families are asked to participate in fundraising projects throughout the year. The actual cost of educating your child is significantly higher than the cost of tuition. We keep tuition low in an attempt to make it affordable to all families, but we need your help with fundraising to make up the difference so that we can balance our budget each year and provide a quality Catholic education to children for many more years to come! Fundraisers may include selling items like coupon books, chocolate bars, and pies. Our biggest fundraiser is our annual Christmas Festival. All families are asked to contribute to this in one way or another. Some fundraisers each year are also sponsored by our FTO.

## GRADUATION

Students completing the eighth grade are honored with a graduation Mass and ceremony in June. Students must be in good standing, must have successfully completed and passed the required courses, must have good attendance, and must have all tuition paid in order to receive their diploma.

## HEALTH

Whenever it becomes necessary for a child to take medication during school, a parent/guardian must send a written request indicating the dosage and the time schedule for administering the medication. All medicines (including cough syrup and acetaminophen) should be in the original, properly labeled container and administered by the school health official. All prescription medications should be sent in the original prescription bottle, properly labeled by the pharmacist, accompanied by a written statement from the prescribing physician, along with parental authorization.

In case of emergency, sudden illness, or injury, parents will be notified by telephone.

A physician's note is required for students to be excused from gym classes or outdoor recess. We believe physical activity is an important part of each child's growth and development and should only be avoided if determined to have an adverse affect on one's health.

We ask all parents to be aware of food allergies within the school when choosing a snack or lunch items for your child. Your child's teacher will inform you of specific allergies in the class, but please be mindful about all common allergies, as different classes eat lunch together in Hubner Hall.

A record of a physical examination by a physician is required by Massachusetts for students entering K1, K2, Grade 1, Grade 4, and Grade 7. Immunizations should also be updated at these times. Please send copies of these forms for our records here at school.

Every accident in the school building, on school property, or on school-sponsored field trips must be reported immediately to the school office. An accident report must be filed by the teacher on duty.

## HOMEWORK

Homework is given to reinforce concepts that have been taught in the classroom. The length of time that a student should spend on homework varies with the student and the grade level. Parents are asked to monitor their child's homework both for quality and completion.

Homework enables students to become more independent, self-reliant, and to practice and improve the skills that have been taught in class. **For every child in our school, homework includes at least 20 minutes of nightly reading**, which parents can do with their children to make it more enjoyable as a family activity. Sometimes homework is a written assignment, but it also includes reviewing what was taught each day and studying for upcoming quizzes and tests. Occasionally teachers will assign special projects that require extended time and individual creativity to complete (science fair projects, for example).

All students should have a designated study spot at home, away from distractions like tv, with paper, pencils, and other necessary materials available.

Students in Grades 4-8 are given a planner and are expected to write down their homework assignments each day. Parents should check this planner each night to make sure homework is completed before students are permitted to watch tv, go online, etc. If a student misplaces their planner, additional planners are sold in the office for \$10.00.

Recommended time spent on homework each night is:

K1, K2 - 15 minutes

Gr. 1, 2 - 15-30 minutes, plus 20 minutes of reading

Gr. 3 - 30-45 minutes, plus 20 minutes of reading

Gr. 4, 5 - 30-60 minutes, plus 20 minutes of reading

Gr. 6,7, 8 - Up to two hours, plus 20 minutes of reading

## HONOR CODE

All St. Rose students are expected to exhibit behavior that reflects Christian values at all times - at school, at home, in the community, and on the Internet. They are expected to be honest and truthful in all actions; to respect themselves, their classmates, their teachers and other adults; to contribute in a positive way to their classroom learning environment and to the school in general.

Infractions of the honor code will result in disciplinary action.

Major infractions include:

1. Fighting or causing bodily injury to others.
2. Cheating or plagiarism.
3. Obscene, profane, or vulgar language.
4. Threatening others (verbal, written, or electronic) or actual assaults.
5. Possession of weapons or any article that promotes violence.
6. Forging another signature.
7. Pulling a false alarm.
8. Leaving school without permission.

9. Harassment, demeaning behavior, bullying of any kind (including cyber-bullying), picking on or intimidating other students.
10. Sexual harassment (unwelcome sexual advances; sexually motivated physical conduct; unwelcome physical, written, or verbal communication of a sexual nature including “sexting” and unwelcome communication through the Internet.
11. Stealing.
12. Possession of matches, lighters, fireworks, or other articles related to fire.
13. Vandalism.
14. Use, possession, or sale of any type of drug or narcotic (including cigarettes and alcohol).
15. Engagement in inappropriate behavior or defamatory comments on the Internet that negatively affect or portray the school, staff members, or other students.
16. Use of cell phones, iPods, DSis, or other electronic devices on school property without permission from a staff member.
17. Any behavior that poorly reflects on the high standards of St. Rose School.

Consequences for infractions of the honor code are dependent on the severity of the infraction and/or repetition of misbehavior, but may include the following (not necessarily in this order):

- Detention after school
- Parent-teacher conference
- Parent-teacher-principal conference
- In-School Suspension (Student is required to attend school but is excluded from classes and is expected to complete special written assignments given by the teacher. Quizzes and tests given during this time will be made up at the teacher’s convenience.
- Out-of-School Suspension (Student is required to remain at home and complete special assignments. Quizzes and tests given during this time will be made up at the teacher’s convenience. Parents/guardians will be notified of all suspensions. Before returning to school, the student, accompanied by a parent/guardian, must meet with the principal.
- Dismissal from after school clubs and activities
- Dismissal from leadership positions
- Disqualification of an 8<sup>th</sup> grade student from receiving a scholarship or award at graduation
- Expulsion from St. Rose School

**The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

## INTERNET

St. Rose School offers students access to the Internet in their classrooms as well as the computer lab. All students and their parents must sign an Acceptable Use Policy and

Permission Form before access may be gained. It is expected that all users will comply with the standards and rules set forth in the policy form. Anyone who chooses not to comply may lose his/her rights to use the Internet at school.

We also strongly encourage parents to monitor their children's Internet use at home. Unfortunately, in almost every situation of a student acting inappropriately on the Internet, it occurred when the student was not being supervised. It is our responsibility as the adults in our children's lives to set the example and explain that this is for their safety. The teachers monitor the students' Internet here at school and we ask that you do so at home. This includes knowing their passwords, and checking e-mail, Facebook, etc. to make sure that they are 1) safe at all times, and 2) speaking, writing, and behaving in ways that are respectful and appropriate.

### **LOCKERS AND DESKS**

Lockers, desks, and student cubbies are the property of St. Rose School. The school staff reserves the right to inspect these areas at any time for the purpose of student safety.

### **LUNCH AND RECESS**

St. Rose School uses the Federal Lunch Program. At the beginning of the year, applications for Free/Reduced Lunch are sent home to all families. We request that every family fills out this application, whether or not you think you will qualify. This gives us important information which we use for grant writing and mandatory surveys which we have to complete each year.

We get our food from Preferred Meal Systems and a menu will go home each month. Information about cost will be sent home at the beginning of the year. Families may order on a weekly basis.

Student behavior during lunch should be based on respect, courtesy, and cleanliness. Lunch monitors and teachers should be respected and obeyed at all times. The lunch area should be cleaned and all litter disposed of properly. Students who leave a mess or throw their trash carelessly at the bin will be asked to go back and clean up after themselves.

All students in K1-Grade 5 will go outside for recess every day (except in severe cold or rainy weather). Fresh air and exercise are important in keeping infectious diseases at bay and maintaining good physical health. Please make sure your child always dresses appropriately for the weather.

When in the schoolyard, students should respect the rights and safety of others. Behavior that may cause injury to people or property is unacceptable. Parents of students causing damage to any automobile parked in the schoolyard will be held financially responsible and may be subject to legal action.

If a ball goes over the fence or out of the schoolyard, it must remain there until the teacher in charge retrieves it or gives permission to an older child to retrieve it.

### **MEDIA/PUBLICITY**

Names and pictures of students participating in school activities may occasionally be printed in school and community news publications, including the Chelsea Record, school website ([www.strosechelsea.com](http://www.strosechelsea.com)), and school Facebook Page. If you do not wish for your child's name or picture to be published, please notify the school in writing. A media release form will also be sent home requesting permission at the beginning of the year.

### **PARKING**

St. Rose School is located on a very busy road. If you need to park and cannot find a space on Broadway, we recommend that you park in the lot behind the rectory and walk across the street to get to the school. Parking is forbidden in front of the school between 7:00 am and 3:00 pm. This is in case of fire or other emergency. Please do not park in the lot behind the school before or after school, as our students often play games out there in the morning, and after school clubs as well as the After School Program use that space in the afternoons. We need to keep all our students safe!

### **PARENT INVOLVEMENT AND RESPONSIBILITY**

All parents/guardians are encouraged to become involved in their child's education. Some ways to be involved include volunteering in the school and supporting school activities. For the safety of all children, any parent who volunteers for any school activity must complete a CORI form in the office in advance of the activity.

When a parent/guardian registers a child to attend St. Rose School, it is understood that the parent is in agreement with the regulations of the school, including tuition charges, dress code, and disciplinary regulation.

We believe that parents are and should be the primary educator in a child's life. You are the teacher that is with them from birth through adulthood. It is the responsibility of the parent to teach the child respect for the law, for authority, for the rights of others, and for property. It is also the responsibility of the parent to value school and to show that value to their child by bringing them to school on time every day and paying tuition on time. By enrolling your child at St. Rose School, you as a parent seek to complement the formation of the mind and manners with a knowledge and love of God, which is lived out in Christian values and social principles.



### **PERSONAL PROPERTY**

St. Rose School will not be responsible for any loss of personal property. Students should not bring large sums of money or expensive things to school.

### **PROMOTION/RETENTION**

Students will be promoted to the next grade upon successful completion of academic requirements and attendance. Students with 30 or more absences for the year risk retention. Parents of students who are being considered for retention will be informed of this possibility at the beginning of the third academic term (March). The final responsibility for the student's retention, promotion, or graduation rests with the principal.

### **REGISTRATION & RE-REGISTRATION**

Parents of prospective students requesting enrollment at St. Rose School must complete an application. Information folders are available in the school office beginning each February. An Open House is usually held each Fall and each Spring. When a student is accepted, a non-refundable registration fee is required to hold the student's place for the coming year.

In certain circumstances, students enrolling in the school are accepted for a 30 day probationary period. Those who do not follow the honor code or who do not meet the high standards for behavior and academics may be asked to withdraw.

Each child already enrolled in the school is required to re-register each year. We never assume that you are returning. This is an opportunity each year for parents/guardians to re-evaluate their commitment to giving their child a quality Catholic education, and to demonstrate it in writing and with a non-refundable re-registration fee. Re-registration begins in February for the following year, and we ask that all current families make every effort to re-register by May 1 in order to reserve their child's seat for the following year. After that time, we begin to accept new students into each grade. All tuition and fees must be up to date in order for a student to re-register.

### **REPORT CARDS**

Report cards are issued three times per year (December, March, June). Parents/guardians are required to come to school and meet with their child's teacher in order to get their first report card in December. However, conferences are not limited to this time; parents can request a conference with the teacher at any point if there is a question or concern to be addressed. If an extended conversation needs to take place, we require parents to make an appointment to meet with the teacher before or after school; arrival and dismissal times are very busy, and are not the best times to try to get a teacher's full attention or discuss a child's progress.

Students in Grades 4-8 will be recognized for achieving High Honor Roll if they get all A's and no more than one B on their report card, including only A's and B's in conduct.

Students in Grades 4-8 will be recognized for achieving Honor Roll if they get all A's and B's, with no C's in academic subjects or conduct.

### SCHOOL CANCELLATIONS

Cancellations due to inclement weather will be announced on the following television channels: WBZ (4), WCVB (5), FOX 25, and WHDH (7). We are in the process of trying to adopt a system of instant communication that would immediately send a voicemail, text message, and/or email to all families as well. Stay tuned for more information.

### SCHOOL SAFETY

The following rules are in place to maintain student safety at all times:

- All children must remain in the school yard with their teacher and class in the morning, during outdoor gym classes, and during outdoor recess.
- Once students arrive on school property in the morning, they may not leave for any reason without permission from the principal.
- Once students leave school at dismissal, the school is no longer responsible for them. They should leave immediately, unless they are participating in a school-sponsored after school activity. They should not play or congregate on the public sidewalk.
- Children should **walk** at all times when in the school building.
- Only St. Rose School staff members should open the front door, and should immediately escort unfamiliar visitors to the office.
- All members of the St. Rose community (students, parents, teachers) must use extreme care and caution when crossing the street. **Only cross the street between the white safety lines in front of the school with the assistance of the crossing guard.**
- Parents are asked to wait outside the school building before school in the morning and after school in the afternoon (except in cases of snow or rain). Students will be dismissed to their parents outside.

### STANDARDIZED TESTS

The Stanford-10, developed by Pearson, has been adapted by all Catholic schools in the Archdiocese, including St. Rose School. This test is administered in late March to students in grades 2-8. Teachers use the data from the test results to make decisions for students regarding their educational needs.

### THURSDAY ENVELOPES

Every Thursday, a large manila envelope will be sent home to each family with important information from the office, including a weekly newsletter from the principal. It is very important that you as parents ask your child for it each Thursday, read through everything, and respond when appropriate. After reading through the contents of the envelope, please sign the outside of it, date it, and return it to school the next day so that we can re-use it the following week.

### TELEPHONE CALLS

Except in case of emergency, students will not be called from class to receive telephone calls or talk to parents. This is because we believe the time students spend in class should be maximized for learning. It is never appropriate for parents to call or text students' cell phones during the school day and expect them to respond because all cell phones are kept in the office until dismissal.

### TEXTBOOKS

All textbooks are the property of the school and are on loan to the students. It is the responsibility of all teachers, parents, and students to make sure that books are cared for as directed. All hard cover textbooks must be covered during the first week of school, and only the student's name and grade should be on the cover. This is not a space to be used for doodling, graffiti, or written messages. Textbook covers purchased at a store should be appropriate for school (no skulls or other symbols related to death, violence, etc.). Workbooks should remain in the condition they are found at the beginning of the year. Students should not write or draw on workbook covers. Any student who deliberately damages school property will be required to pay for its repair or replacement.

### TUITION

Tuition costs are determined on a yearly basis. Parents/guardians must make monthly payments through Tuition Management Systems (TMS) over a 10-month period, beginning in July and ending in April. Parents may either select the 5<sup>th</sup> or the 20<sup>th</sup> of the month as their payment due date.

If a registered student chooses not to attend St. Rose School or withdraws at any point during the school year, all tuition monies received will be forfeited.

Chronic late payment may result in your child being dismissed from the school.

Any family unable to meet its tuition obligations because of proven financial hardship or a change in family finances must contact the principal and set up an appointment to discuss the situation.

All tuition and fees must be up to date in order for students to receive their report cards and/or diplomas.

If a bank returns a check due to insufficient funds, the parent/guardian will be charged the bank fee plus an additional processing fee.

### UNAUTHORIZED USE OF SCHOOL NAME

No student, parent, or guardian, without prior written authorization from the school's principal, may use the school's name or identifying logo for any reason, including but not limited to:

- Opening up a bank account
- Soliciting funds on behalf of the school
- Selling products on behalf of the school
- Scheduling a field trip, vacation, or accommodations of any kind
- Posting on a website (including Facebook and other social networks)

Any such unauthorized use of the school's name or identifying logo may result in legal action.

### VISITORS

Any parent or visitor entering the school must first report to the main office, sign in, and obtain a visitor's badge. Students may not open the door for anyone (even a parent, teacher, or another student). Parents or visitors may not go directly to any classroom without permission from the office.

### WATER BOTTLES

There are working water fountains in the boys' and girls' bathrooms. All students may bring a water bottle to school to use during the day, but it must have a sports cap (not a twist cap). This is to avoid spills in the classroom. We especially recommend water bottles during the hot months in the beginning and end of the year.

*Policies and procedures contained in this handbook are the result of concerted efforts of St. Rose faculty and administration. They reflect the policies and regulations of the Archdiocese of Boston. The principal retains the right to amend this handbook as needed. Updates will be communicated to parents in the weekly newsletter and the most current version will always be available on the school website ([www.strosechelsea.com](http://www.strosechelsea.com)).*

*(Revised August 2012)*

School/Family Covenant  
*Covenant, n. A solemn agreement*

St. Rose School believes all students can learn. Therefore, we shall strive to:

- Challenge your child and provide a positive learning environment.
- Communicate with parents/guardians on a regular basis and give suggestions as to how they can help their children succeed.
- Show respect for all and be good role models.
- Focus on initiatives to improve teaching and learning and seek and use resources to support these initiatives.
- Adhere to the rules set forth in the Handbook for Students and Families.

Parents/guardians want our children to achieve. Therefore, we will make every effort to:

- See that our children attend school regularly and arrive on time.
- Make sure our children wear the proper school uniform each day.
- Schedule all appointments after school hours so as not to interrupt learning time.
- Establish regular contact with teachers.
- Provide a caring home environment with good nutrition, exercise, and sleep habits.
- Establish a regular time and a quiet place for doing homework.
- Set aside time to read to our children or have them read to us.
- Support the school's efforts in teaching, learning, and discipline.
- Attend school functions whenever possible.
- Adhere to the rules set forth in the Handbook for Students and Families.

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

Students want to be successful. Therefore, we pledge to:

- Attend school regularly and arrive on time.
- Wear our school uniform properly and with pride.
- Complete and return all homework and assignments on time.
- Communicate honestly with teachers and parents/guardians.
- Always try our best in our work and in our behavior.
- Show respect for fellow students, teachers, and all adults.
- Participate actively in our learning and take responsibility for it.
- Adhere to the rules set forth in the Handbook for Students and Families.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date