

St. Rose of Lima Catholic School 2010/2011

Parent/Student Handbook

3600 Brinkman, Houston, Texas 77018

www.stroselima.org

Important Telephone and Fax Numbers

School Office	713-691-0104
School Fax	713-692-8073
Principal	Mrs. Cathy Stephen
School Office Hours	7:30 a.m. - 4:00 p.m. Monday-Friday
School Hours	7:45 a.m. – 3:15 p.m. Monday-Thursday 7:45 a.m. – 2:15 p.m. Friday
Parish Office	713-692-9123
Parish Fax	713-692-5638
Pastor	Fr. Clint Ressler
Early Childhood Center (ECC) Director	713-692-1941 Mrs. Diane Bozeman

St. Rose of Lima Catholic School

MISSION STATEMENT

As a faith community, the mission of St. Rose of Lima Catholic School is the integral formation of the entire Christian youth - mind, body and spirit.

Catholic schools call young people to holiness and prepare them to love and proclaim the Gospel of the Jesus Christ. In collaboration with families, Catholic schools teach the values of our faith and tradition, foster experiences of community and service, and provide educational excellence. Catholic schools in the Archdiocese of Galveston-Houston are committed to the evangelizing mission of the church to educate and form the whole person mind, heart and spirit.

Catholic Schools of Texas

MISSION STATEMENT

Catholic schools call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ. In collaboration with families, Catholic schools teach the values of our faith and tradition, foster experiences of community and service, and provide educational excellence. Catholic schools in the Archdiocese of Galveston-Houston are committed to the evangelizing mission of the church to educate and form the whole person in mind, heart and spirit.

PHILOSOPHY

We, the members of the St. Rose of Lima School community, firmly believe:

- Children learn best in a comfortable, nurturing environment where they feel safe, secure, and valued.
- All children should be given the opportunity to achieve their full potential through instruction in the Catholic tradition and the academic disciplines in order to achieve intellectual competence and to learn service to others as modeled by Jesus Christ.
- The partnership of parents and teachers working together greatly enhances a child's school success.
- All children deserve a school that challenges them to develop as life-long learners with self-respect, self-confidence, and self-discipline.

GOALS

Our goals for the next 5 years include, but are not limited to, the following:

- Integration of Catholic Faith
- Heighten Awareness of Vocations
- Improve parent participation in faith formation of children
- Improve testing scores in all grade levels
- Plan new facilities

HISTORY

St. Rose of Lima Catholic School was opened by the Sisters of St. Joseph of Carondelet from St. Louis, Missouri, in August, 1948. This was at the request of Bishop Byrne of the Diocese of Galveston-Houston. The enrollment increased steadily. In August, 1969, St. Rose of Lima's sixth, seventh, and eighth grades were consolidated with those of St. Charles, All Saints, and Assumption schools to form the Northwest Junior High School, soon named Seton Catholic Junior High. Seton and St. Charles combined to form a new Assumption School in 2009.

At that time, we solicited the Superintendent and the Cardinal for consideration to extend instruction into the grades of 6-7-8 and host a Middle School here on our campus. Permission was granted in January of 2010 for a new 6th grade class to begin in the fall. We are grateful for the accommodation and, from here forward, we will increase the school one grade a year to 8th grade in the Fall of 2012 with our first graduating 8th grade in May of 2013.

Accreditation

St. Rose of Lima Catholic School is accredited through the Texas Catholic Conference Education Department (TCCED).

Admissions/Enrollment

St. Rose of Lima Catholic School is an equal opportunity, fully accredited school offering grades Pre-Kindergarten through Sixth Grade. St. Rose of Lima Catholic School admits all students to the rights, privileges, programs, and activities made available to the student body. We do not discriminate on the basis of race, color, age, or national origin in the administration of our admission, loan, scholarship, or any other of our programs. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following guidelines are used in student admissions:

- Priority will be given to presently enrolled students receiving an invitation to re-register as a result of meeting the behavioral and academic standards of St. Rose of Lima Catholic School. Parents and guardians also must conform their conduct to reasonable standards of cooperation and support consistent with the school's mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.
- Among the factors considered in the admission of new students are siblings in the school, members of a Catholic parish, children of alumni, and academic and behavioral qualifications. Parents/guardians will be asked to sign a Request for Release of Transcript, which will be forwarded to the student's former school; records will be sent to St. Rose of Lima Catholic School. A transcript will include current report card, achievement test results and health records. New students may be tested before being accepted.
- All required forms must be returned and fees paid during the registration period *before placement is assured*.
- If the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendation regarding diagnostic evaluation, the principal has the right to request withdrawal of the student (if currently enrolled) or refuse (re)admittance.
- The following age guidelines are required for Pre-Kindergarten through First Grade:

Pre-K	students must be 4 years old on or before September 1
Kindergarten	students must be 5 years old on or before September 1
First Grade	students must be 6 years old on or before September 1,

or by September 15th if the child has been attending a day school or Pre-Kindergarten.
- All new students are admitted on a probationary basis.
- The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest.
- Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

Attendance

In compliance with the Texas Catholic Conference Education Department (TCCED), St. Rose of Lima Catholic School follows compulsory attendance laws.

School hours are from 7:45 a.m. to 3:15 p.m. Monday-Thursday and until 2:15 p.m. on Fridays except for specified early dismissal days. Unless attending the before care program, the school offers supervision for students from 7:30 to 7:45 a.m. in the West Hall, as well as from 3:15 to 3:30 p.m. (12:00 to 12:15 p.m. on early dismissal days or 2:15-2:30 p.m. on Fridays). Students are not to be on campus at other times unless they are part of an organized activity. Students who are on campus outside of school hours must be directly supervised by a parent.

Students who remain on campus after pickup time will be sent to the ASAP (After School Activities Program), and all fees will apply. The school establishes a calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school.

Daily school attendance is the only effective way to assure continued academic progress. Students absent for more than 10 days of the school year for any reason may not be ready for promotion to the next grade. A Principal/Parent/Teacher Conference may be scheduled to review mastery of content before this decision is made. School absence is categorized in the following manner:

- **Family Emergency**, such as death in the immediate family and serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.
- **Absence Because of Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office by calling and then upon the student's return, send the reason for the absence in writing. Students are responsible for makeup work and tests. These students have three days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row requires a doctor's note for returning to school.
- **Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given makeup work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the parents' responsibility to make sure their child completes any missed work.
- **Tardiness:** Tardiness disrupts the learning environment for all students. Students who are not with their classes at 8:00 a.m. are tardy and must report to the school office accompanied by their parent/guardian, and the student will receive a tardy slip.
- **Early Dismissal:** A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. The student is sent to the office at the designated time and is to be signed out by the parent/guardian. A student returning to school is to report to the school office before being admitted to class. Parents picking children up early should report to the School Office, not the classroom.
- **A note explaining student absence is to be sent to the teacher upon the student's return to school.**

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Books/Workbooks

Each student is charged a book fee for the rental of certain school-owned textbooks. Students are responsible for the care of the books issued to them. If a student loses a book, he/she is responsible for notifying the teacher. The student will be charged a replacement price for any lost book, hard or soft back as determined by Administration. At the end of the school year, the rented books are returned to the school. Students will be fined for books that are damaged while in their possession. All school-owned texts are to be **COVERED** at all times in order to provide protection for the books and to minimize wear and tear.

Cell Phones

Cell phones and personal electronics are not allowed to be on during the regular school hours. Emergency calls can be placed from the school office. Cell phones and personal electronics that are being used will be confiscated and returned to parents at a conference. Students involved in possession or transmission of inappropriate photos on their cell phone or other electronic devices face suspension and/or expulsion. **Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school could face detention, suspension and/or expulsion.

Clinic

When a child is sent to the clinic for care, the parent will be notified if the child must be sent home. No child is to be left at school once he/she has become ill or injured. Our clinic is a place for an ill or injured child to wait as comfortably as possible until a parent/guardian can come for him/her. To be able to notify parents, it is imperative that parents give the school accurate telephone numbers where they or their designee can be reached during school hours. This must be updated as the information changes. If parents go out of town while school is in session, the school should be furnished with the name and telephone number(s) of the person taking care of the children.

For the protection of all students, the following state guidelines will be used. A child will be sent home with:

- Fever of 100° or higher.
- Suspected contagious/communicable disease (such as impetigo, strep throat, chickenpox, pink eye, vomiting, diarrhea, etc.).
- Head lice (please contact the school immediately if your child has lice)
- General malaise (is too ill to remain in school).

If a student has any of these above symptoms in the morning before coming to school, he/she should remain at home. If your child remains at home because of a communicable/contagious disease, please call the school to determine when your child may return to school. **In case of fever, diarrhea, or vomiting, a student must not return to school until the body temperature has been normal for 24 hours, and is free of diarrhea or vomiting for 24 hours.**

Clinic Medication

The daily routine of the clinic includes the management of medications. The schools of the Archdiocese of Galveston-Houston adhere to the Texas Education Code §22.052 regarding the administering of medications to students by school employees. Parents are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before/after school and at bedtime). Medication (prescription and non-prescription) may be administered to students who have a diocesan medical form on file. The medication form must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, exact dates medication is to be given, liability release, and signatures of the parent/guardian and physician. Forms are available from the school office.

Parent, guardian or designated adult must deliver and pick up medicine to be administered. All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and the date that the prescription was filled. Non-prescription medication must be in its original container indicating directions for use and labeled with student's name. **Parents, please do not send medication with your child to be self-administered.** If there is a medication discrepancy that might be injurious to the student, the school clinic attendant/principal designee has the responsibility to question the discrepancy or refuse to give medication. Medications must be stored in the clinic and administered by the Clinic Attendant.

Change Of Address

Parents should keep the school informed during the school year of changes in telephone numbers, mailing addresses, and/or persons to contact in case of an emergency. It is absolutely necessary to have telephone numbers available to reach parents.

Child Abuse Laws

St. Rose of Lima Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Child Find

School picture companies create a profile for parents to use in case of an emergency where the child's identity needs to be established.

Computers

In order for a student to have access to and use of the telecommunications resources at St. Rose of Lima, the student and parent must sign the Agreement for the Use of Computers and Telecommunications form.

Conferences

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students. Parents are requested to call teachers during school hours only. Teacher email and voicemail is available for communications with all staff.

Contract

In the case of missing or unsigned Family Contracts, all academic records will be held.

Daily Assignment Books

To encourage personal responsibility and good study skills, students in Grades 3-6 will be given a daily planner. They are responsible for recording daily homework and other assignment due dates with the support of their teachers. If a planner is lost, a new one is available for purchase in the school office. Teachers and parents should use the Daily Planner to correspond from school to home with positive tracking of behavior, assignments and behavior concerns.

Disciplinary Policy

The word discipline means “to teach”, and that is the objective of any discipline plan. Guiding the children to make better choices is our purpose. Redirecting children toward a better choice will be the first action taken by the staff. Verbal warnings will help guide older students toward changes in their behavior. Additional disciplinary measures will be administered when necessary to protect students, school employees or property, and maintain essential order. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case.

Students who have violated the school rules and regulations will be informed which rule they chose to break. They will be given an opportunity to explain their involvement. A decision will be made and explained to the student before any consequence is imposed. A student whose conduct has been such that the school may be embarrassed by this action will no longer be allowed to participate in field trips or other activities.

When 2 children have an altercation, they will be given an opportunity to state their sides. Mediation by a teacher or the principal will foster a community of reconciliation and reparation. An Action Plan will be created in writing so that students can work on their goals with the appropriate ownership of their actions and guidance from an adult. Teachers will work directly with students to achieve goals. Parents and Principal will be contacted each time an Action Plan is created.

If a problem persists, the child may be removed from classes until parents attend a conference with the teachers and/or the principal.

Parent/Teacher/Student/Principal Conferences are held for the following:

- * Use of profanity
- * Leaving the classroom without permission
- * Cheating
- * Violent displays of behavior
- * Possession, display or sharing of materials considered to be restricted
- * Disrespectful and disobedient behavior toward teachers or school personnel

Each teacher has his/her own classroom discipline plan which has been approved by the principal. A copy of the plan is sent to the parents at the opening of the school year. Loss of privileges will be the first level of consequence.

Detention, Suspensions and Expellable Offenses

Detentions will be scheduled by the principal as necessary for any child whose actions have not improved or whose behavior warrants this option. Middle School students with 3 or more demerits per 9 weeks will be given a detention. Action plans and consequences may also be assigned as deemed appropriate by the principal. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

In-School Suspensions and/or expulsion are a very serious matter and every other possible solution must be explored in consultation with the parents and the pastor. If a student is expelled, written notification stating the circumstance and the date of the offense is to be sent to the Superintendent of Schools at the Archdiocese Galveston-Houston.

Drop Off - Pick Up

Staff will be on duty beginning at 7:30 am to assist children exiting cars at the doors of the West Hall. If you walk your child(ren) to the West Hall, please exercise caution through the parking lot. Please do not park in Parking Lot D, Parking Lot 4, park or drop off your child(ren) on the street. The same procedure should be used in the afternoon. Please remember when picking up your child(ren) in the afternoon to have a sign placed in your windshield printed with your child(ren)'s first and last name. This will assist us in getting children to cars safely and quickly. If you choose to park and walk to receive your child, please ask for the WALKER form. Children designated as “Walkers” will be escorted to the Rose Garden by staff each afternoon for pick up, rain or shine.

Emergency School Closing / Drills

The Archdiocesan policy is for Catholic schools follow HISD's decision about closing school in inclement weather. Should an emergency situation involve only St. Rose of Lima, room representatives/Principal will contact school families. An Emergency Contact System (IRIS) will notify families through cell phone, home phone and by email. State Law requires that fire drills be held monthly. Additional drills for sheltering in place and inclement weather are run during school hours as deemed necessary by the administration.

Extended Day

Morning Care is available from 6:30 to 7:30 a.m. each day of instruction during the school year beginning Monday, August 16, 2010. Our After School Activities Program (ASAP) is available for all scheduled days of school throughout the school year. Children will be transferred from classrooms to the East Hall for care. All students should be picked up by 6 p.m. Charges for both before and afterschool care are by the day or month, depending on the amount of service needed. Children picked up after 6 p.m. will be charged additional rates.

Extra-Curricular Activities

Students are encouraged to join in extra-curricular activities as offered by the staff. Some additional fees may apply. All school rules apply while on campus.

Family Fund-Raising Commitment

As part of a vibrant positive community, each family is expected to raise funds for the benefit of the school. The family quota for 1 child is \$300.00 in profit (\$600.00 in sales for product), 2 children \$450.00, 3 or more children \$625.00. In addition to raising funds, each family is expected to commit time at fund-raising events: one hour per child attending our school per semester. There are several events throughout the year where families can meet this obligation. If hours are not met, families will be notified about additional service commitments that will help fulfill this time. We thank you for supporting our endeavors.

Field Trips

Field trips serve the instructional program by utilizing the educational resources of the community that supplement classroom work. To keep with the class's instructional objectives, teachers plan the field trips. Participation in field trips is a privilege and can be denied to students who fail to meet behavioral requirements. Parents are required to sign a permission and liability release form in order for the student to participate. Students are not allowed to attend a field trip without this written permission from their parents or guardians. A note or phone call cannot be substituted for this form. **NO EXCEPTIONS WILL BE MADE.** Teachers verify and set the number of parents needed to chaperone during field trips. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under jurisdiction of a teacher. Parents who transport students in their vehicle must have a copy of their drivers' license and proof of insurance on file in the school office, as well as a seat belt for each student transported. Parents must also meet additional diocesan requirements and be VIRTUS trained. Siblings of students participating in class field trips may not attend the outing. Students may only be transported to the designations indicated on the field trip permission forms.

Finances

Registration Fee

A non-refundable per family registration fee is payable at the time of registration.

Tuition Payment Choices

Tuition may be paid in ten monthly payments, two semester payments, or one annual payment. A family choosing to pay annual tuition in one payment should make such payment by Aug. 1st. Families choosing to pay two semester payments should make such payments by Aug. 1 and January 5. Payments should be made out to St. Rose of Lima Catholic School and made directly to the school office. Families choosing to pay the tuition in ten monthly payments must notify the school office at the time of registration. Invoices will be sent home monthly as a reminder. All payments should be made out to St. Rose of Lima Catholic School, and will be made directly to the school office, no later than the 5th of the month. ***All tuition fees are considered late after the 5th day of the month.** Direct withdrawals, credit cards, cash and checks are acceptable payment forms.

General Fees

The general fee covers the cost of many of the materials, registration for morning and after school care and supplies used by students during the academic year. The general fee is a non-refundable fee and cannot be prorated. The general fee is payable directly to St. Rose of Lima Catholic School and is due before the start of a new year.

Returned Checks

A \$30.00 charge exists for all checks returned to us by your bank. If two checks are returned to St. Rose for Non Sufficient Funds, the family will be placed on a cash payment only basis.

Late Fees

Monthly tuition is due on the 1st of each month, Aug.-May. The school will charge a late fee (\$30.00) for delinquent monthly tuition payments. Your tuition is considered delinquent after the 5th day.

Extended Day - Morning Care & ASAP

Extended Day fees will be billed at the beginning of the month based on service used the previous month and is due by the 5th of the month. A \$30.00 late fee will be assessed after the 5th.

Financial Assistance

Through the donations of generous benefactors, St. Rose of Lima Catholic School can offer limited financial assistance of funds from both the Archdiocese and St. Rose of Lima. Applications must be turned in by the deadlines established for consideration. Financial Assistance applications can be obtained through the school office. Additional service hours are expected from families receiving aid.

Collections

Delinquent accounts may be turned over to the business office for collections. Failure to pay tuition may result in the removal of the child from class.

Forgotten Articles - Lost And Found

All uniforms and school supplies must be labeled with the student's name to prevent loss. Parents should bring forgotten items to the school office. Parents should not interrupt class to deliver such items. When and if appropriate, school personnel will deliver forgotten items. Lost and Found articles are in the school office. Items left in Lost and Found for over 30 days will be given to charity.

Grade Policy and Report Cards**Grading Policy**

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

- It is the student's responsibility to make up work missed when absent.
- Late work will be penalized.
- Students receive E, S, N, and U conduct grades.

Report Cards

Report cards are issued to students four times each academic year. St. Rose of Lima Catholic School uses the Archdiocesan grading scale:

Outstanding	A+	99 - 100	E	Excellent
	A	95 - 98		
	A-	93 - 94		
Above Average	B+	91 - 92	S	Satisfactory
	B	88 - 90		
	B-	86 - 87		
Average	C+	84 - 85	N	Needs Improvement
	C	80 - 83		
	C-	78 - 79		
Below Average	D+	76 - 77	U	Unsatisfactory
	D	72 - 75		
	D-	70 - 71		
Failure	F	0 - 69		

The dates of report card and progress report distribution are marked on the school's monthly calendar for parent notification. Non-custodial parents will be sent a copy of academic records (report cards) as requested and confirmed.

Report cards and progress reports are withheld when financial responsibilities to the school have not been met. These include tuition, Extended Care fees, library fines or payments for lost or damaged books. Any request of a grade change will only be taken into consideration by the principal.

Student Records

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested and confirmed.

Honor Roll

To promote and reward the success of students, the following honor rolls have been established for grades 3 - 6:

Principal's Honor Roll - a nine week grade of an "A" in each subject and an average of "E" for overall conduct.

Alpha Honor Roll - an overall nine week grade average of an "A" but no grade lower than a "B" in any subject and a conduct grade of "S" or "E".

Beta Honor Roll - an overall nine week grade average of a "B" but no grade lower than a "B" in any one subject and a conduct grade of "S" or "E".

Academic Dishonesty

Cheating is a serious offense. Students who are involved in a cheating incident may be given a zero on the assignment and receive a conduct grade of N in that subject. Reoccurrence may result in disciplinary probation or dismissal. The following list contains examples of behavior that may be considered cheating:

- Copying another person's work, in whole or in part, and turning it in as one's own work. Both the person copying and the person whose work is being copied may be in violation.
- Receiving unfair assistance from another student, a parent, a computer program, or any other unauthorized source on a project that was meant to be done alone.
- Retrieving unauthorized information - whether on paper, in electronic form, or from another student - during a closed test.
- Having prior access to an upcoming exam, whether obtained from a previous student or stolen.
- Communicating exam information or answers during an exam.
- Altering grades or grade records.
- Using material from the Internet without quoting sources.

Grievance Procedure – Complaint/Appeal

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent's satisfaction, the parent may send a formal letter of complaint to the principal within five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Archdiocese's current appeals process/complaint procedure for further details.

Harassment

Harassment, as defined for St. Rose of Lima Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently and action taken may range from a disciplinary report to expulsion from the school and some cases legal action. Should anyone be a victim of or witness harassment, the following steps should be taken:

- 1) Immediately notify someone in authority, such as teacher, principal, or priest.
- 2) After reporting the harassment, keep the information confidential.
- 3) If necessary, write an account of what happened for future reference.

St. Rose of Lima Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, online, at school or even after school hours) face detention, suspension and/or expulsion.

Harassment - Sexual

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.
- Retaliation for having reported or threatened to report sexual harassment.
- Obscene comments of a sexual nature can be deemed as sexual harassment.

Homework

Homework is assigned to reinforce material presented in class. Parents are encouraged to check homework each night to assist their students in this goal. No faxed homework is allowed, and it must be hand carried by a student to the teacher. Parents are discouraged from driving to school to deliver homework as this negates life lessons in personal responsibility.

Late Work

Students are given a reasonable time to complete all assignments. It is the responsibility of the student to turn in work on time. Developing good study habits is the goal of Kindergarten - Grade 2, and teachers will work with the students to develop strategies that assist the student in personal responsibility. For students in Grades 3 -6, late work will be accepted and graded and 10 points will be subtracted for each day that it is late.

Lockers / Cubbies

Students in 1st - 6th grade are assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers / cubbies only at a specified times. The school reserves the right to inspect these areas at any time. Lockers may not be decorated on the exterior. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. Students in 6th grade are issued a school-owned combination lock to use to protect their personal items. The school reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of St. Rose of Lima Catholic School. Students will be charged for replacement of any lost lock.

Lunch

Hot Lunch is available for purchase daily in the school cafeteria, or students may bring a sack lunch. Foods that are packed for lunches should be in containers that allow students to be self-sufficient. Age levels and capabilities should be considered when sending lunches to school. Students are not permitted to access the vending machine or microwave. Parents will be allowed to have lunch with their children and should register as a visitor with the school office upon entering campus.

Modified Education Program

The student with a diagnosed learning disability is eligible for a modified educational program. Special (but limited) accommodations may be needed in the delivery of instruction for success in classroom. If you think your child needs Special Ed. Services, you may request testing from H.I.S.D. Modified work (accomplished by the student) must be given a modified grade. Documentation and approval by the principal is needed before a student's grades are modified.

Non-Custodial Parents

Non-custodial parents will be provided records of their student's progress. This information will be shared after the custody agreement with judge's signature is presented to the principal. A fee may be charged to non-custodial parents for shipment and handling of records.

PTO - FOSTRs (Friends of St. Rose School)

The Parent-Teacher Organization of St. Rose of Lima Catholic School was created as a joint effort between parents and staff to give our students the best physical, mental, social and spiritual education possible. All families of the school are members, and we encourage others to join. This included parishioners, alumni, and grandparents. The Pastor, the Principal and all faculty are automatically members. The FOSTRs group does not control policies of the school or direct the administrative activities. This organization provides educational and fund-raising events for the benefit of the school and helps the Pastor and Principal in coordinating school events and projects. Meetings will be held on a regular basis.

Party Policy

Individual birthdays may be celebrated simply with a store bought, individually wrapped treat for each class member at lunchtime. These should be left with the homeroom teacher in the morning. Drinks, hats, balloons, favors, etc. should be reserved for home parties. Party invitations for home celebrations are not to be distributed at school, unless the entire class is invited.

Promotion & Retention

Promotion to subsequent grade levels is determined by adequate social and emotional development, grade level achievement on standardized tests, and final course averages. Excessive absences (10 or more in a school year) jeopardizes the ability to advance to the next grade level. If a student receives a final average below 70, the student fails the subject. A student is not promoted if two major subjects are failed. The major subjects are: Religion, Reading, English/Spelling, Mathematics, Science, Social Studies

Religion

All students attending St. Rose of Lima Catholic School will participate in religion classes. They will also attend Mass and religious services that are planned by the school.

Release of Student

Parents should provide a written note to the school authorizing the release of the student to any person other than the legal custodian or person authorized to do so on the Emergency Information Card.

School Directory

Each family receives a school directory listing students' and parents' names, addresses, home telephone numbers and email addresses. The school directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Science Fair

All 3rd-5th grade students will participate in the Spring Elementary Science Fair as part of their Science grade. Middle School students will also be expected to present an individual project. All lower grades will do a class project in which the scientific process is taught.

Spelling Bee

All 3rd – 5th graders will compete in an Elementary Spelling Bee and Middle School students will compete in a separate Spelling Bee. The winners and runners-up for both Bees will advance to compete within the Archdiocese.

Student Insurance

Student accident insurance is available through the Archdiocese upon enrollment.

Student Release to an Impaired Parent/Guardian

No child will be released to a parent, guardian or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called. If we are unable to contact any caregiver for your child, CPS may be notified.

Tardies

Parents and students should make every effort to arrive at school on time. Tardies may negatively affect grades. Excessive tardies will result in disciplinary action. Excessive tardies (6 or more in a 9 week period) warrants a letter home, and follow up conversations with the principal. Action plans and consequences may also be assigned as deemed appropriate by the principal. In Middle School, student's tardy 3 or more times will receive a demerit.

Testing

The IOWA Test of Basic Skills will be administered to grades 1 - 6 each year during the month of March. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test during the month of May.

Total Board Of Education

The purpose of a parish Total Board of Education is to assist the pastor and the principal as leaders in identifying and articulating the educational needs and aspirations of the Christian community. These goals become the basis for program objectives, policies and action plans for the total formal education program of the parish at large. All decisions are made by the Pastor and the Principal.

Uniform Dress Code

All students must be in complete uniform at all times. Uniforms are available through:

Parker School Uniforms
1110 N. Post Oak #140, Houston, Texas 77055
Telephone - 713-681-4045, Fax - 713-681-9050

Uniform items that are purchased elsewhere must be the same shade, fabric and style as those available at Parker Uniform.

Uniform Attire – Elementary (Grades Pre-Kindergarten through 5th)**Girls**

- Plaid: Plaid jumper, plaid skort, plaid skirt and plaid pants in winter
- Bottoms: Navy pants or shorts (Navy shorts should be long enough to reach mid-thigh)
Modesty shorts under skirts and jumpers and should not be longer than the skirt
- Tops: Sailor shirt with plaid tie
Button down white oxford (these to be worn with plaid).

Red polo with St. Rose insignia (long or short sleeves)
Red sweaters and sweater vests from Parker Uniforms
All shirts must be tucked in except for the sailor shirt.

Boys

Bottoms: Navy pants or shorts (Navy shorts should be long enough to reach mid-thigh)

Tops: Plaid dress shirt for Mass
Red polo with St. Rose insignia (long or short sleeves)
Red sweaters and sweater vests from Parker Uniforms
All shirts must be tucked in.

Mass Day Uniform

Girls: Plaid jumper, plaid skort, plaid skirt (plaid pants when cold) with sailor shirt **with** tie or white oxford blouse

Boys: Plaid dress shirt and navy pants

No shorts on Mass Day!

Uniform Attire – Middle School (Grades 6-7-8)

Girls

Plaid: Plaid skirt and plaid pants in winter

Bottoms: Khaki pants or shorts (shorts should be long enough to reach mid-thigh)
Modesty shorts under skirts and jumpers and should not be longer than the skirt

Tops: Button down white oxford (these to be worn with plaid).
Red polo with St. Rose insignia (long or short sleeves)
Red sweaters and sweater vests from Parker Uniforms
All shirts must be tucked in.

Boys

Bottoms: Khaki pants or shorts (Khaki shorts should be long enough to reach mid-thigh)

Tops: White dress shirt for Mass with plaid tie
Red polo with St. Rose insignia (long or short sleeves)
Red sweaters and sweater vests from Parker Uniforms
All shirts must be tucked in.

Middle School Mass Day Uniform

Girls: Plaid skirt (plaid pants when cold)
White oxford shirt with plaid tie

Boys: White oxford dress shirt with plaid tie and khaki pants. No shorts on mass day.

ADDITIONAL UNIFORM PIECES ALL GRADES:

Shoes

Girls and Boys: Rubber sole shoes that properly and safely attach to the foot and are secured by a buckle, shoe laces, or Velcro straps. No high heels, sandals, crocs, flip flops or boots. Shoes must be clean and free of drawings or markings. Shoes should match your uniform look. Fashion choices in bold colors are not part of our uniform.

Socks

Girls and Boys: White over the ankle or knee length socks folded under the knee
Matching stockings allowed in cold weather for girls.

Belts

Girls and Boys: Black or brown belts must be worn with pants or shorts that have belt loops. (No belts for Pre K or Kinder)

Undershirts

Girls and Boys: Undershirts should be white.

No shorts on Mass Day!

**Blue sweatshirts sold at school and red zipper hoodies are optional for cold days.
Middle School students may wear blue pullover hoodies sold by school on cold days.**

Out of Uniform

Children are encouraged to follow the Uniform Policy. When students come out of uniform, a notice will be sent home to parents. Every 3rd notice for out of uniform may warrant disciplinary action (grades 1-5) and a demerit (grades 6-8). Loss of free dress will result from habitual issues with the uniform policy.

Uniform General Guidelines

On field trips, students are to wear designated uniforms by the principal and/or teacher.

St. Rose hooded fleece jacket (purchased through the school office) and the sweaters (purchased through Parker School Uniform) may be worn on cool days. Heavy jackets are to be removed once in the classroom. Sweaters and sweater vests are may be purchased at Parker Uniforms and can be embroidered with the school logo.

No hats or caps may be worn. No open toe or backless shoes may be worn. Make-up may not be worn. Only clear nail polish may be worn.

Hair is to be one's own natural color, kept clean and well groomed and cut in styles that are in good taste and not distracting. No hairstyles should impede the sight of a student. Hair length for boys should not exceed the eyebrows, the earlobes, or the top edge of the collar. Head bands, bow, etc. must be red, white, blue or the school uniform plaid.

Girls may wear stud earrings and simple watches. (Any other jewelry worn must be in good taste.) Boys may wear simple watches. **No earrings for boys.** Religious necklaces may be worn.

All clothes must be clean and well kept. No torn clothing or clothing in disarray is allowed. Proper underwear must be worn. Skirts/dresses should be knee-length. **Shirt tails must be tucked in.**

Jogging/gym shorts must be worn under skirts/jumpers on P.E. days and are not to be longer than the hem of the skirt/jumper.

Middle School PE Uniforms will consist of black or gray shorts and a solid white or red shirt with no emblems on them. Shorts should be mid-thigh to knee length. More than one set is suggested, and student's name or initials should be written on the tags. Students will dress out in the West Hall restrooms each day of PE.

Students may wear a school spirit t-shirt designed for the current school year on Fridays in place of the regular uniform shirts. Uniform skirts/skorts/pants must be worn with the t-shirt.

The principal may designate special dress days periodically during the academic year. These special dress days will be announced. Scout uniforms may be worn on appropriate days. Students may be "out-of-uniform" on their birthday. (If their birthday is on a Mass day, then the student should wear the Mass uniform. The student can choose the day before or after Mass to be in out-of-uniform.) If the birthday lands during the summer break, then the student can work with the teacher to designate a "school birthday" to be out-of-uniform.

Use of Campus and Facilities

All additional use of campus or facilities must be approved by the principal in advance of use.

Virtual Reality Sites

Virtual Reality Sites such as, but not limited to, www.there.com®, and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Visitors

Parents may visit a child's classroom during times of regular instruction only after prior approval has been sought from and granted by the principal.

Whenever anyone other than staff and faculty is visiting the school, he or she must register (sign-in) in the school office and get a visitor pass at such time. The pass lets everyone know that the visitor is approved to be on campus. Upon leaving the school campus, check out with the receptionist. All classroom volunteers/visitors must be approved for service in the VIRTUS system.

Withdrawals

Parents wishing to withdraw their children from St. Rose of Lima Catholic School are to notify the principal in writing no later than 10 days prior to their intent on leaving and complete a transfer of records request. All contractual obligations need to be met. **The transfer of records will be made available only after all financial obligations have been met and all textbooks and library books have been returned.** All Recommendation forms from the receiving school will be mailed out directly to the school by the registrar.

School/Principal’s Right to Amend Handbook

The school or the principal retains the right to amend this handbook for just cause; should this become necessary, prompt notification will be made to parents/students/faculty.

Asbestos Notification - Guideline Notifications

In accordance with AHERA:

St. Rose of Lima, along with other schools in the Archdiocese of Galveston-Houston, has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days written notice) at the parish office during business hours, 8:00 a.m. - 4:00 p.m., Monday through Friday. Under this management plan, the following activities have been accomplished:

- The establishment of an operations and maintenance plan, the training of custodial and maintenance personnel, for asbestos containing materials
- In the summer of 1999, the ceiling finishes in classrooms 15 - 19 were sealed with high quality latex paint.

If you have any further question, please contact:

St. Rose of Lima Catholic School
3600 Brinkman
Houston, Texas 77018
713-691-0104

Meredith Smith
Archdiocese of Galveston-Houston
1700 San Jacinto
Houston, Texas 77002
713-659-5461

ST. ROSE OF LIMA CATHOLIC SCHOOL
Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/institution community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- * Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.

- * E-mail capabilities may be used to facilitate distance learning projects.

- * List serves and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- *Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer

messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

- * The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes and/or passwords will also be considered a form of vandalism.

- * The creation, propagation, and/or use of computer viruses are prohibited.

- * The forgery, reading, deleting, copying, or modifying files and/or data belonging to other users is prohibited.

- * Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.

- * Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

Access to the school's E-mail and similar electronic, communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- * Unauthorized attempt to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

- * All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

- * The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

- * Any information contained on a school computer's hard drive or computer disks which are purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Rose of Lima Catholic School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Students will read, agree and sign the 10 Commandments of Computer Use before any use of computers is allowed.

**PARENT-STUDENT HANDBOOK
ACKNOWLEDGMENT FORM 2010-2011
DUE SEPTEMBER 1, 2010**

Dear Parent/Guardian:

Please sign, date and return this acknowledgment form to your oldest child's teacher. Your signature (and that of your child/children) indicates that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook. Thank you for your cooperation.

We have read and discussed the St. Rose of Lima Catholic School Parent-Student Handbook. We agree to follow the school procedures, regulations and policies covered in this Handbook.

Print Family Last Name

Parent Signature

Date

Student Signature and Grade

Date

Student Signature and Grade

Date

Student Signature and Grade

Date

ST. ROSE OF LIMA CATHOLIC SCHOOL FIELD TRIP PERMISSION FORM

Description of Field Trip

Destination: _____ Method of Transportation: _____
Supervision: _____ Grade: _____
Date: _____ Departure Time: _____ Return Time: _____

Objectives of Field Trip:

Specific materials to be brought:

Instructions to Students:

1. Do exactly what the Teacher requires.
2. Stay with the group at all times.
- 3.

Permission

By signing this form, I/we _____ certify that I/we request and
(Parent/Guardian, please print)
give permission for _____ to go on this Field Trip.
(Student Name, please print)

I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them.

(Parent Signature)

Emergency Information

_____ Parent/Guardian Name	_____ Phone	_____ Medical Ins. Carrier
_____ Doctor's Name	_____ Phone	_____ Policy #
_____ Preferred Hospital	_____ Phone	_____ Social Security #

I/we give permission for _____ to be transported by ambulance
(Student Name)
and/or to be treated in the event of a medical emergency. _____
(Signature of Parent/Guardian)

MEDIA RELEASE FORM

Archdiocese of Galveston-Houston
1700 San Jacinto
Houston, TX 77002

I hereby grant permission to St. Rose of Lima Catholic School to allow my child/children, to be photographed, videotaped, interviewed, or posted through images on the parish/school website.

It is my understanding that this photograph/interview or portions thereof will be used for public view and for teacher training purposes. Images will not be bought or sold.

I agree to participate in this project without financial remuneration, and I understand that this releases St. Rose of Lima Catholic School, and the Archdiocese of Galveston-Houston from any future claims as well as from any liability arising from the use of said photograph/interview.

Print Family Last Name _____

Name of Child: _____ Grade: _____
(Please print)

Name of Child: _____ Grade: _____
(Please print)

Name of Child: _____ Grade: _____
(Please print)

Address: _____
City State Zip

Signature of Parent/Guardian: _____ Date: _____