

ST. ROSALIE SCHOOL



STUDENT HANDBOOK

2015-2016

Rev. Larry Urban, S.D.B .
Pastor, St. Rosalie/St. John Bosco

Mary C. Wenzel
Principal

Revised 06/04/15

2015-2016

Dear Parents,

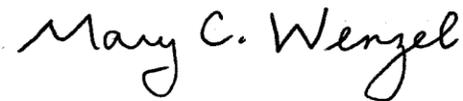
WELCOME TO ST. ROSALIE SCHOOL!

The goal of St. Rosalie School is excellence, and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administration, parents, and community. On behalf of the faculty and staff, I earnestly solicit your cooperation in helping us to educate your children.

This Handbook has been prepared for your information. We ask that you and your child read it through carefully, and become acquainted with its contents. Your child is expected to follow all rules and regulations, and we ask that you encourage your child to obey these rules and uphold the authority of the school.

All rules and regulations in this Handbook have been established for the betterment and safety of each student. The policies within this handbook will be upheld while your child is actively enrolled in St. Rosalie School throughout the calendar year.

Thank you for your cooperation.



Mary C. Wenzel
Principal
St. Rosalie School



School Motto

*One Christ-centered community serving God,
sharing love and giving knowledge.*



**PARENT/LEGAL GUARDIAN
HANDBOOK ACKNOWLEDGMENT PAGE
2015-2016**

Dear Parents,

This handbook has been prepared for your information. We ask that you and your child/children read it through carefully and become acquainted with its contents.

Please sign the statement below and return this page immediately to the homeroom teacher of your child. If you have more than one child, please send in a separate page with each child. Extra copies of this page are available in the school office.

We have read the student handbook for St. Rosalie School. We agree to uphold the policies and regulations contained therein.

I also understand that my signature below indicates that I have reviewed: (1) the *Archdiocese of New Orleans Science Laboratory Student Safety Guidelines* and (2) the *St. Rosalie Internet Use Agreement* included in this handbook and will instruct my child to follow the rules and procedures as listed.

Signatures required below (parent and student):

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Grade

Date of Signatures

I understand that as parent or legal guardian, all school communications will be e-mailed and/or posted via Edline. I understand that it is mandatory for me to activate both my parent account and student account(s) for Edline (for all grade levels). If these accounts are not activated by September 1st of the current school year, the teacher will issue consequences to my child that are age appropriate until these accounts are activated.

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I. BELIEFS OF ST. ROSALIE SCHOOL

SCHOOL MISSION STATEMENT

The mission of St. Rosalie is to know, to love and to serve God by providing an academic environment, in which students are challenged, enriched and motivated to reach their potential.

SCHOOL VISION

We, at St. Rosalie School, recognize and apply the three-fold purpose of Christian education; teach doctrine, foster community and serve others.

- We nurture a child centered education helping each student to realize his or her potential intellectually, spiritually, socially and physically.
- We recognize that parents are the chief educators of their children. We encourage parental involvement at every stage of the child's development.
- We strive to preserve the strong family spirit that is traditional to this parish of which St. Rosalie is the educational center.
- We live to embrace the Dominican and Salesian values while practicing the Preventive System of Education.
- We continually create an educational environment from which flows a commitment to service projects, a sharing of faith, and a joy in meaningful liturgical celebration.
- We help each student to become confident and self-directed life-long learners.

SCHOOL MOTTO

One Christ-centered community serving God, sharing love, and giving knowledge.

II. ADMISSIONS and RECORDS

A. Admissions Policy

St. Rosalie admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities. Race, color, sex, national and ethnic origin is not a basis for discrimination in the administration of educational policies, admissions policies, athletic and other school-administered programs.

Before any applicant is accepted, previous school records (academic and behavioral) must be reviewed. Any applicant who is accepted must continue to maintain appropriate grades and conduct for the present year. Before entering St. Rosalie School, the parent must provide the following: a birth certificate, baptismal certificate and an up-to-date immunization and health record signed by the physician. These documents remain in the student's file until they leave St. Rosalie School. Seventh grade students are given these personal documents on their last full day of school.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

St. Rosalie School does not provide special education services or facilities. St. Rosalie School, its principal, faculty, and staff are only required to make minor adjustments in its education program to attempt to accommodate whatever special needs the child may have.

The nature and extent of such minor adjustments is within the sole discretion of the Individual Needs Committee (INC). Should the INC determine in their own discretion that minor adjustments in the school's education program have not resulted in satisfactory accommodation of the program to the special needs of the student, and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the INC may ask that the parent/guardian to withdraw the student from the school and the child will be removed from the rolls of the school and not allowed to re-enroll. Registration does not guarantee the possibility of a place in the school if the school cannot serve the needs of the student.

Admission Age Requirements:

- Preppies 3 years old by September 30
- Pre-Kindergarten 4 years old by September 30
- Kindergarten 5 years old by September 30

B. Authorization and Release of Records

As parent(s) of a St. Rosalie student, by signing the handbook acknowledgement page, I hereby authorize my school previously attended by our child, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or information records, of the above mentioned child to St. Rosalie School. The foregoing authorization also applies in the event that St. Rosalie School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any other Catholic School as described above for records and/or information; and, in that event, St. Rosalie School is then authorized to send such records and/or information to the requiring Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

III. TUITION AND FEE PAYMENT POLICY

- A. **TUITION:** All tuition is pre-paid; either through bank financing (a special time is designated for this purpose) or cash. Cash payments are due on or before 2:30 P.M. on the first Friday in May. (See calendar for deadline.)
- B. **LATE FEE AND DELINQUENT FEES:** A \$50.00 late fee and delinquent fees (see fees below) will be charged for the following: 1) parents not financing their loan on line by the deadline; 2) parents not meeting the deadline if paying by cash. This fee must be paid immediately.

- C. **DELINQUENT FEES:** If taking out a loan or paying cash tuition after the deadline, the following delinquent fees will apply and must be paid immediately:
- 5% fee on your tuition amount will be assessed if paying 1-30 calendar days after the deadline
 - 7% fee on your tuition amount will be assessed if paying 31-60 calendar days after the deadline
 - 10% fee on your tuition amount will be assessed if paying 61 or more calendar days after the deadline
- D. **TUITION RATES:** Tuition rates are set on a yearly basis by the school board. These rates change yearly and are published once set by the board.
- E. **NON-SUPPORT FEE:** The Non-Support fee, which is set by the Archdiocese, **MUST** be paid in full to the school's finance secretary by all Non-Supporting Catholics and Non-Catholics by the deadline posted. If this fee is not paid by the deadline, your child's registration will not be complete and you will be assessed a \$50.00 late fee.
- F. **IMPORTANT:** All tuition and fees are under the management of the finance committee of St. Rosalie School Board. The school board policy states the following: All tuition and fees must be up to date for the current year at the time of registration; otherwise, you will not be allowed to register your child(ren).
- G. **BANK FINANCING:** All payments to Gulf Coast Bank must be made on the due date. The policy of the Finance Committee of the School Board concerning delinquent payments to the bank on all loans is as follows:
1. Any loan judged to be in default, resulting in the bank charging the school for the unpaid balance, may result in the removal of your child from St. Rosalie.
 2. Your child will not be allowed to take final exams/tests until all financial obligations have been satisfied.
 3. If your loan is not brought up to date, your child will not be allowed to return to school until this financial matter is taken care of. Your child may also be asked to leave St. Rosalie School.
 4. In addition, no family having defaulted will be eligible for a bank loan through the school the following year.
 5. Any family having defaulted twice will no longer be eligible for tuition bank loans through the school.
- Note:** In case of emergencies (loss of employment, tragedies, etc.), parents should immediately contact the school administration.

IV. DAILY SCHEDULE AND ATTENDANCE POLICIES

A. Daily Time Schedule

The school day begins at 8:00 A.M.

Dismissal is at 3:00 P.M.

B. Tardiness

1. Punctuality is very important. All students should arrive at school in plenty of time to be ready for general assembly. All students not in attendance at assembly are considered tardy, and must report to the office to receive a tardy slip. Students arriving at school after 8:00 A.M. but before 8:20 A.M. will be admitted into class with a tardy slip.

NOTE: Students who are habitually tardy will not be allowed to enter the classroom until the period for which they are late is completed.

2. Three (3) tardies will be equal to one (1) absence. Therefore, when your child has accumulated three tardies, this will be recorded as an absence on your child's record. Also note, as stated in the discipline section of this handbook, that a student (grades 3-7) will receive a consequence in the Conduct/Effort Log.

C. Absences

1. Attendance – Daily Time Increments

All absences are recorded in quarter day increments. If a child comes to school late their absence will be recorded as follows (NOTE: 1 hour and 44 minutes = $\frac{1}{4}$ day absence):

8:20 – 9:45 = $\frac{1}{4}$ day absence

9:46 – 11:30 = $\frac{1}{2}$ day absence

11:31 – 1:15 = $\frac{3}{4}$ day absence

After 1:15 – full day absence

2. Elementary Students (Preppies – 5th Grade)

Students who are absent must bring a note signed by parent or guardian, stating an acceptable reason for the absence. Students will not be allowed into the classroom without a note.

3. Middle School Students (6th – 7th Grade)

If your middle school child will be absent from school, a parent/legal guardian must report this absence to the school office before 9:00 A.M. on the absent day. This absence must be reported to the school secretary by calling 341-4342. A phone call is necessary on each day of the absence (unless a parent reports a long-term absence). This policy is important for the protection of your child. Notes are not necessary upon the child's return if the absence is less than five days.

4. Requesting Assignments

When a student is absent, a parent must call the school office before 12:00 noon to request missed assignments. Books and assignments will be available in the school at the following times:

1st – 5th Grade: from 2:30 P.M.-3:15 P.M. in the school office or at Extended Care/Study Hall

6th – 7th Grade: from 3:00 P.M.-6:00 P.M. at Study Hall

5. Extended Illnesses

After five days or more of absence due to illness, students will be required to bring a doctor's note. If a student is contagious for any reason, a doctor's note is required to be allowed back in to school. All doctor's notes must indicate when the child can return to school.

IMPORTANT: Children must be fever-free for 24 hours before returning to school. If a child is at school with fever or flu like symptoms, the parent will be called to pick the child up.

6. Absences

All absences will be recorded on student records. If a child is sick, an original doctor's note is required for this absence. All doctor's notes must be submitted to the school within three days of the absence.

7. Excessive Absences

The Louisiana Law dictates that students must attend school a minimum of 167 days to be eligible to receive credit for courses taken. A student will be retained in his/her current grade if he/she does not meet these state attendance requirements.

8. Perfect Attendance

In order for a student to receive perfect attendance at the end of the school year, he/she must be in attendance daily, may not be tardy, and may not be checked out of school at any time.

V. ARRIVAL/DISMISSAL

A. Arriving at School

Students are not allowed on campus until 7:20 A.M., when a faculty member will be on duty. For the safety of the children, students may not be left on the school grounds unattended.

B. Dismissal

1. Any student not riding the school bus must be picked up promptly at dismissal. Extended Care and Study Hall begin promptly at 3:00 P.M. Any student not picked up at dismissal time will be brought to Extended Care/Study Hall, and parents will be responsible paying the fee for these services.
2. Parents who pick up children are requested to wait in their cars in the respective lines. To avoid confusion and traffic jams, all traffic must travel **ONE WAY** on 1st Ave., 2nd Ave., and 6th St.
3. Appointments with doctors, dentists, etc., should be made after school hours. In the event this is impossible, a note from the parent or guardian must be sent to the office before 9:00 A.M. for approval. The parent or guardian must come to the office at the designated time and sign out the student.
IMPORTANT: Students may not be checked out through the office after 2:30 P.M. (or 30 minutes prior to dismissal on early dismissal days).
4. Once a student has been dismissed, he/she will not be allowed to return to the classroom for items left in the classroom.
5. Limousines of any type are not allowed to pick up students at dismissal time and/or in the dismissal lines.
6. Students may not be checked out early through the school office after field trips, fun fests, or special school events.

VI. UNIFORM REQUIREMENTS

A. School Uniform

1. General Requirements

a. Where to Purchase Uniform

The school uniform must be purchased from J&L Uniform Shop, 1742 Stumpf Blvd., Gretna, LA.

b. Cold Weather Apparel

Only St. Rosalie sweaters or sweatshirts can be worn in the classroom. When the cold weather requires a student to wear more than a sweater, a suitable coat or jacket may be worn. Warm-up jackets, denim jean jackets, athletic or team jackets from other schools are not allowed.

c. School Bag

Regulation St. Rosalie school bag is compulsory for every student in grades 1-7. No substitute bag will be allowed. School bags can be purchased from the school. Student's name is allowed to be embroidered on the school bag (nick names are not allowed).

2. Girls' School Uniform Consists of:

a. Shoes

Preppies, PK, and K - Solid BLACK or NAVY, buckle or Velcro shoes
1st-7th grade - Solid BLACK, leather or suede low quarter tie shoes are required. **No canvas shoes allowed.** No white or other colored markings are allowed. Heels on shoes may not be higher than one (1) inch. **Solid black** tie tennis shoes are allowed but may not have shock absorbers, clear heels, springs or any other faddish style heels/soles. Heel must be solid and flat on the bottom without holes or fancy style designs. Shoe, heel, and sole must be SOLID BLACK.

b. Socks

Preppies and PreK: Solid white CREW socks.
Kindergarten – 7th: White uniform socks with the school logo must be worn (purchase from P.A.T.H.S. Bookstore). Purchase correct size socks so that logo shows on the ankle.

c. Uniform Skirts (purchase from J&L)

Preppies-Kindergarten - Checkered Dresses

1st-3rd grade - Plaid Jumpers

4th-7th grade - Plaid Skirts

**Jumpers and Skirts must be no more than 1 inch above the knee.

d. Blouses

Must be purchased from J&L. Blouses must always be tucked into the skirt.

e. Cold Weather Apparel (Sweaters/Sweatshirts/Jackets):

Preppies-Kindergarten: Navy Blue Cardigan sweater (purchase at J&L)

1st – 5th grades only: Red Cardigan sweater (purchase at J&L)

6th – 7th grades only: Red Pull-over sweater (purchase at J&L)

All grades: St. Rosalie jacket (optional, purchase at J&L);

St. Rosalie Blue Ribbon sweatshirt (optional, purchase from P.A.T.H.S. bookstore)

St. Rosalie Black Windsuit jacket (optional, purchase from P.A.T.H.S. bookstore)

Leggings/sweatpants for girls:

Preppies-7th grade: Grey sweatpants, with school logo, worn under uniform dress/skirt (purchase at J&L);

White stockings worn under uniform dress/skirt with uniform socks on top

Preppies-3rd grade: Red leggings with school logo, worn under uniform dress/skirt (purchase from P.A.T.H.S. bookstore)

4th-7th grade: Black leggings with school logo, worn under uniform skirt (purchase from P.A.T.H.S. bookstore)

5th-7th grade: Black sweatpants with school logo, worn under uniform skirt (purchase from P.A.T.H.S. bookstore);

Grey leg warmers (purchase at J&L)

No turtlenecks, thermal shirts/pants, or long sleeve shirts may be worn under the uniform.

3. **Boys' School Uniform Consists of:**

a. Shoes

Preppies-Kindergarten - Solid BLACK velcro shoes

1st-7th grades - Solid BLACK leather or suede low quarter tie shoes are required. **No canvas shoes allowed.** No white or other colored markings are allowed. **Solid black** tie tennis shoes are allowed but may not have shock absorbers, clear heels, springs or any other faddish style heels/soles. Heel must be solid and flat on the bottom without holes or fancy style designs. Shoe, heel, and sole must be SOLID BLACK.

b. Socks

Preppies and PreK - Solid white CREW socks.

Kindergarten-7th -- White uniform socks with the school logo must be worn (purchase from P.A.T.H.S.). Purchase correct size socks so that logo shows on the ankle.

c. Uniform Pants (purchase from J&L)

d. Uniform Shirts (purchase from J&L). Shirts must always be tucked into the pants.

e. Belts - Black, brown, or gray belts must be worn by all 1st-7th grade boys.

f. Cold Weather Apparel (Sweaters/Sweatshirts/Jackets):

Preppies-Kindergarten: Navy Blue Cardigan sweater (purchase at J&L)

1st-5th grades only - Gray Cardigan Sweater (purchase at J&L)

6th-7th grades only - Gray Pull-Over Sweater (purchase at J&L)

All grades: St. Rosalie jacket (optional, purchase at J&L);

St. Rosalie Blue Ribbon sweatshirt (optional, purchase from P.A.T.H.S. bookstore)

St. Rosalie Black Windsuit jacket (optional, purchase from P.A.T.H.S. bookstore)

No turtlenecks, thermal shirts/pants, or long sleeve shirts may be worn under the uniform.

B. P.E. Uniforms

1. General

P.E. uniforms for students in grades 1-7 must be purchased through the school on book bag day. They may also be ordered during the first week of school.

Order forms will be available through your child's homeroom teacher/office.

2. Shoes (2nd-7th grade ONLY)

Low quarter tie tennis shoes that are predominantly white must be worn for P.E. or solid black school shoes if they are tennis shoes.

3. Warm-Up Suits (5th - 7th Grade Students Only)

Black warm-up suits, with the school logo, are available through the P.A.T.H.S. bookstore for P.E. use only. These suits are optional (during winter months), but no other type may be worn. Order forms will be sent home with your child in the fall.

4. Grey Sweatpants

Boys in grades 1-7 may purchase grey sweatpants with the school logo from J&L Uniforms. These may be brought to school on cold P.E. days and worn over their P.E. uniform shorts. Girls in grades 1-7 may wear the grey sweatpants over their P.E. uniform shorts.

5. St. Rosalie Black Windsuit

Students may purchase from P.A.T.H.S. bookstore for use during cold weather.

C. Hair Styles

Hair styles for boys and girls should be neat, clean, student's natural color, not off beat or faddish. Students may not come to school with dyed, highlighted, or artificially lightened hair. No extreme hair styles (such as shaven heads, shaving or carving into natural hairline, punk, wedges and the like) are to be worn by boys or girls. Boys are allowed to wear fades, as long as a distinct line is not noticeable. The length of boys' hair should be moderate, and should not extend below the bottom of the ear and beyond the top of the collar of the shirt, and must be above the top of the ear on the sides. Girls' long hair should be pulled back and neatly tied. Hair beads are not allowed. Students will not be allowed to attend school if their hair style does not meet the school requirements. The student will be allowed to return to school once the hair style is deemed appropriate by the principal or his/her designee.

D. Makeup and Nail Polish

Makeup, sculptured/fake nails, and nail polish will not be allowed during school hours and at school functions. Students will receive consequences and will be sent to the office to remove any makeup or nail polish if it is worn. Students with sculptured/fake nails will receive consequences and parents will be called to pick up the student. The student may return to school once the nails have been removed.

E. Jewelry

The only acceptable jewelry for girls are watches and post earrings (not larger than 5mm or ¼ inch). No more than one earring may be worn in the lower ear lobe of each ear. Boys may only wear watches. All other jewelry will be sent to the office.

VII. SCHOOL REGULATIONS

The assistant principal and/or administrative assistant is responsible for supervising, implementing, and administering all discipline procedures and consequences under the direction of the principal. If a parent has questions or concerns regarding discipline procedures or consequences issued, they must contact the appropriate assistant principal or administrative assistant for their child's grade level.

A. Discipline

One of the most important aspects of education is discipline. It underlies the total developmental program. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Cooperative and responsible behavior in school, on school grounds, and on the way to and from school will be expected from the children. A student actively registered at St. Rosalie School represents the school at all times. Therefore, while enrolled at St. Rosalie, he/she will be held accountable for their actions at all times while on or off campus and consequences implemented as deemed necessary by administration

1. On Arrival at School

No running in the yard is permitted before assembly. At the sounding of assembly bells, children must observe silence. Silence must be observed at all times in class lines.

2. Classrooms

a. Students must always be respectful and courteous.

- b. All school books must be covered at all times.
 - c. School books, furniture or any other school property must never be damaged. All legal guardians will be held responsible for the actions of their children who destroy school books, furniture, or school property.
 - d. Talking during tests will result in an automatic zero.
3. Regulations
- a. Students are not to leave the school grounds at any time without proper authorization from the school personnel.
 - b. Chewing gum is not permitted in the school, on the playground, on the bus, or at any school function.
 - c. At recess, students should remain in their respective play areas.
 - d. No parties are permitted during school hours except for special occasions approved by the principal.
 - e. Bringing or use of any electronic device on campus or at school functions that has a camera (including but not limited to cell phones, digital cameras, laser pens, radios, digital music players, iPods/iPads, electronic games with Internet capability, DVD/digital movie players, etc.) are not allowed. E Readers “without” cameras are allowed.
 - f. No student is allowed in the classrooms or buildings before school, during lunch or after school without teacher supervision.
 - g. Students and parents will not be allowed in the classrooms after school hours to retrieve books and/or articles left behind.
 - h. Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message).
Bullying may constitute grounds for detention, suspension, or expulsion.

NOTE: St. Rosalie follows the mandated Archdiocesan Anti-Bullying Policy. This policy can be viewed on the Archdiocesan web site, www.arch-no.org, listed under Safe Environment. There is also a link from the St. Rosalie Edline homepage.

NOTE: If a parent, student, or family member exhibits any disrespectful behavior towards others or the school (including but not limited to verbal, non-verbal, written, physical, cyber space, etc.) the student will be asked to leave St. Rosalie immediately.

B. Search and Seizure

A school administrator may search students and/or their belongings, including but not limited to handbags, bags, desks, book bags, and any other items deemed necessary by administration if they have cause to believe that there has been a violation of a school rule. This includes but is not limited to searching for contraband, drugs/medication illegal, prescription, and/or over-the-counter medication, weapons, dangerous objects, cell phones, electronic devices, stolen property or anything else that does not adhere to the policies as outlined in the student handbook. A search may take place at any time without prior notice to parents, students, and/or staff.

C. Demerits

Demerit slips will be issued to third through seventh grade students who fail to follow proper procedure regarding conduct. All demerits **must** be signed by a parent/legal guardian on the day it is issued, and it must be returned by the next day. Failure to get a demerit slip signed will result in another demerit. Once a student receives three demerits, a detention will be issued to that student.

Demerits will be issued for, but are not limited to, the following reasons:

1. Talking excessively or during a time of silence
2. Eating in the classroom without permission
3. Lack of cooperation/not following directions/interfering with instruction
4. Improper language
5. Playing with toys, games, objects in class
6. Taking an object without permission
7. Not in designated area
8. Out of seat repeatedly
9. Defacing school property
10. Disturbing the class/others

NOTE: Administration reserves the right to issue demerits as deemed necessary for infractions not listed above.

D. Detentions

Detention will be held on Saturdays from 8:00 A.M.-10:00 A.M. in the main building of the elementary campus for second through seventh grade students. *Detentions may be issued to second grade students for discipline infractions as deemed necessary by administration.

IMPORTANT: A student who earns three detentions will receive a one day out of school suspension assigned by administration.

Detentions will be issued for, but are not limited to, the following reasons:

1. Accumulation of three demerits
2. Use of obscene language, gestures, drawings, writings, or actions (at the discretion of administration)
3. Disruptive behavior during fire drills
4. Copying another student's homework
5. Failure to have detention notice signed by the next day
6. Disruptive behavior on a field trip
7. Defacing desks, books, book bags, or school property
8. Bullying - at the discretion of administration (see description under school regulations)
9. Unauthorized or inappropriate use of the Internet from any school computer
10. Chewing gum anywhere on campus or while participating in school functions, field trips, and school sponsored sports and/or events
11. Forgery/tampering with work (first offense)
12. Student arriving tardy (before 8:10 A.M.) for detention
13. Serving a detention out of uniform

NOTE: Administration reserves the right to issue detentions for infractions not listed above.

E. Guidelines for Serving Detention

1. Students Tardy for Detention

Students must arrive on time for detention and must check in with the faculty member at the front office. ONLY parents or legal guardians will be permitted to sign a student in and out of detention. Family members/friends will not be permitted to check the student in or out of detention. The doors of the main building will be locked promptly at 8:00 A.M. Tardy students who arrive *before* 8:10 A.M. will be admitted into the detention room, but will be issued another detention to be served on the next scheduled detention date. Students arriving *after* 8:10 A.M. will not be permitted to stay and will receive a full day, out of school suspension to be served on the following Tuesday or as assigned by administration.

2. Failing to Report for Detention

If a student fails to report for a scheduled detention, the student will receive a full day, out of school suspension to be served on the following Tuesday or as assigned by administration. No excuses will be accepted for a student failing to serve a detention.

3. Dress Code for Detention

Students must report to their scheduled detention in FULL uniforms (including proper shoes, belts, socks, etc.) Students who come to detention in improper uniform shall remain in detention for the day, but the student will be required to serve an additional detention on the next scheduled detention day.

4. Expectations During Detention

Students will not be allowed to bring anything with them into the detention room. All supplies will be provided by staff. Students will be expected to work actively and productively for the duration of the detention. Students receiving their first and/or second detention will be issued written assignments. Students receiving three or more detentions will be required to clean up various areas of the school as assigned by the detention committee. Students who are noncompliant and/or disruptive will be reported to administration and consequences will be issued.

5. Fees

Students must bring a detention fee with them to detention. Fees are as follows: 1st detention is \$5.00, and each detention after that goes up in \$5.00 increments (i.e. 2nd detention is \$10.00, 3rd detention is \$15.00, etc.). To assist with record keeping, only checks made out to St. Rosalie School will be accepted (cash will not be accepted). Parents/Guardians will incur a \$20.00 late fee for any student not picked up by 10:00 A.M. sharp. This late fee must be paid upon picking up your child from detention.

F. Student Discipline Records

1. Demerit records will start over at the beginning of each nine week marking period. Therefore, students will begin each nine week marking period with no demerits on their conduct record.
2. Students will maintain the detention record for the entire school year.

G. Suspension

Suspension is for a period of time determined by the principal, and will be served either at school or at home. The student will be responsible to make-up all graded work missed during the suspension. 10 points will be deducted from all graded work for the first suspension and 15 points for all other suspensions. Reasons for suspension include, but are not limited to, the following:

1. Disrespectful behavior toward others
2. Disruptive classroom discipline
3. Vandalism or destruction of school property
4. Any form of harassment or use of inappropriate language (including but not limited to the use of electronic media while on and off campus)
5. Any form of violence
6. Fighting/Rough Play (If a student is struck by another student, he/she is not to strike back. The student is to report to the teacher or principal immediately.)
7. Use of obscene language, gestures, drawings, writings, or actions (when the action is judged severe by administration).
8. Bringing obscene or pornographic books, magazines, pictures, music, etc., to school
9. Forgery / Tampering with work (2 or more times)
10. Cheating/Not following test-taking procedures
11. Stealing
12. Bringing or use of any electronic device on campus or at school functions (including but not limited to cell phones, digital cameras, laser pens, radios, digital music players, iPods, electronic games with Internet capability, DVD/digital movie players, any electronic device that has camera capability, etc.)
13. Bringing dangerous instruments (including fireworks) on campus or to school functions.
14. Making a threat (including but not limited to verbal or written) – to ensure the safety of the school community, administration can immediately remove a child from the school when a threat is made. Administration reserves the right to refer the student to be assessed by an outside professional before allowing the student to return to school. Based on the severity of the threat, administration reserves the right to notify local authorities as deemed necessary.
15. Habitually chewing gum on campus or at school sponsored events
16. Accumulation of three detentions
17. Plagiarism (highest grade the student can receive on this assignment is a 77D⁺)
18. Arriving late for an assigned detention
19. Not serving an assigned detention
20. Bullying-at the discretion of administration (see description under school regulations)

H. Expulsion

Expulsion is an extreme measure used for certain acts of misconduct, which are flagrantly opposed to Christian behavior. St. Rosalie reserves the right to expel a student whose behavior is deemed detrimental to the other students and/or staff in the school. Expulsion may be imposed for the following reasons:

1. Habitual or extreme violation of any policy in this handbook.
2. Possessing or use of drugs, alcohol, tobacco, weapons, firearms, or explosives on or off campus.
3. Immoral conduct
4. Violation of probation, (continued misconduct while the student is on probation).
5. Any severe violation of the Archdiocesan Internet Use Policy while on or off campus (at the discretion of the administration)
6. St. Rosalie reserves the right to expel a student in place of a suspension that is deemed detrimental to other students and/or staff in the school.

7. Bullying - at the discretion of administration (see description under school regulations)
8. If a parent or family member exhibits any type of bullying, disruptive, threatening, harmful or inappropriate behavior towards others or the school (including but not limited to verbal, non-verbal, written physical, cyber space, etc.) their child(ren) will be expelled and/or removed from St. Rosalie School immediately.
9. Accumulation of three (3) suspensions

G. IMPORTANT DISCIPLINE ISSUES:

1. THE PRINCIPAL'S OPTIONS ARE ALWAYS OPEN TO TAKE ANY ACTION HE/SHE FEELS IS NECESSARY FOR THE SAFETY AND PROTECTION OF STUDENTS AND STAFF MEMBERS.
2. IF A STUDENT'S PRESENCE IN THE SCHOOL IS NO LONGER OF MUTUAL BENEFIT, OR IF THERE IS A LACK OF WILLINGNESS ON THE PART OF THE PARENT(S), THE PARENT(S) WILL BE ASKED TO FORMALLY WITHDRAW THE STUDENT(S) FROM THE SCHOOL. IF THE STUDENT(S) IS NOT WITHDRAWN UPON THE SCHOOL'S REQUEST, THE STUDENT(S) WILL BE IMMEDIATELY EXPELLED FROM SCHOOL.

I. Extra-Curricular Activities/Events

Students participating in extra curricular activities (including but not limited to clubs, sports, off-campus activities, etc.) are representing St. Rosalie School. Therefore, all policies and procedures as outlined in this handbook must be adhered to while representing the school.

VIII. APPLICATION TO SCHOOL WORK

A. Homework

Homework is a necessary part of your child's education. It supplements and consolidates the work done in school. Homework helps children to develop good independent study habits and a sense of responsibility for their own work. It is essential that work assigned should be performed by the child, as the finished work is the teacher's guide to assessing the child's understanding of the assignment. It is important to keep in mind that written work is not the only kind of homework. Following are types of homework you may expect or should do daily with your child:

1. Reading: Every student should spend a part of each evening reading aloud, being read to, or reading silently.
2. Study: Study involves understanding and recalling the important facts that are presented during the school day. In order to be a successful student, good study habits are essential.
3. Written Work: Since practice is necessary in many areas of learning, written assignments are frequently given. Parents should not do the written work for the child.

NOTE: You can expect your child to be assigned homework in at least two or three major subjects each night, excluding Friday. Seventh graders may be assigned work on Fridays in order to assist in the preparation for high school.

4. Other Homework Notes

- a. Homework is never done in the classroom, on the bus, etc. Therefore, you can be positive that your child does have homework to complete.
- b. If your child does have homework on Friday (with the exception of 7th grade), it is

probably due to incomplete class work, make-up work, or work on long-range assignments.

- c. Students are responsible for homework and projects missed while absent.
- d. Arrangements should be made with another student to get your child's homework when they are absent from school.
- e. Parents who wish to pick up their child's homework from school due to an absence must call the school office by noon to request the assignments and they must come to school at dismissal time to pick them up.
- f. Long-range assignments are always due on the date assigned. If your child is absent on the day these assignments are due, your child is responsible for seeing that the assignment reaches the teacher's desk. If this assignment is not turned in by the due date, the child will lose 10 points off his/her grade each day the assignment is not turned in. It is suggested that a fellow classmate or the parent bring the assignment or project to school on the assigned date.

B. Exams/Tests

All middle school students will be required to take quarterly and final exams. Students will only be allowed to make-up exams, due to illness, with a doctor's note or serious extenuating circumstances as approved by administration. If a student misses an exam, he/she will be required to make-up the exam on the day he/she returns. Exams will not be administered prior to scheduled exam dates and all exams must be made-up prior to the date grades are due by staff as determined by administration. Students will not be allowed to make-up exams for scheduled vacations, trips, etc. Please plan according to the school calendar. Students will not be allowed to take final exams/tests until all financial obligations to the school have been satisfied.

C. Outstanding Balances

Students will not be allowed to take or complete any final graded assignments (including but not limited to tests, exams, classwork, homework, etc.) as long as there is any outstanding balance owed to the school (including but not limited to tuition, lunch money, P.A.T.H.S., extended care/study hall, library books, textbooks, athletic fees, etc.). If you have an outstanding balance, your child will not be allowed to return to school until this financial matter is taken care of. Your child may also be asked to leave St. Rosalie School. If balance is not paid in full by the date that grades are due, as determined by administration, for that marking period, the child will not be allowed to make-up the work and will receive an Incomplete (I) on his/her report card. A child may not be promoted to the next grade level with an Incomplete on their record.

D. Signed Papers

All grade levels are required to send home papers to be signed on Wednesday. All papers must be signed by a parent or legal guardian only and must be returned by Friday. This will keep you informed of your child's progress during the quarter. Students may not call home for parents to bring signed papers to school. It is their responsibility to bring them to school in the morning. Failure to return signed test papers by Friday will result in disciplinary action being taken.

E. Textbooks

Most textbooks are the property of the state. Therefore, they must be covered at all times and very good care must be taken of all books. Hard back books must be covered with a paper cover and/or a book sox. All paperback books must be covered with a paper cover

or clear contact paper. The school is charged for damaged or lost books. This expense will have to be reimbursed by the parents.

F. Assignment Pads/Agenda

All students in grades 3-7 must have a regulation assignment book/agenda. The 3rd graders will receive a homework sheet during the first nine-weeks and will only use their assignment pad for practice. During the second nine-weeks, the 3rd graders will begin using their assignment pad daily. These books are intended as a means towards helping the student organize test schedules and homework assignments. Parents are to refer to this book for all assignments and Conduct/Effort Log. These can be purchased from school at book supply day or in August at the main office.

G. Conduct/Effort Grade

1. Conduct Grade K- 7th

Conduct grades are given out to students in K – 7th grades. Each student shall be assigned a conduct grade of 100 points at the beginning of each quarter. The conduct grade will be cumulative throughout the nine-week marking period. This grade will be calculated by subtracting points lost for each infraction during the entire quarter.

3rd – 7th Grade Conduct Log - a list of infractions are in the front of the student’s assignment pad (agenda). The current quarterly conduct grade will be recorded in the student’s assignment pad on a weekly basis and must be signed by the parent. The final cumulative conduct grade will be recorded on the log and then posted on the report card.

2. Effort Grade

Effort grades are given out to students in 1st - 7th grades. Each student shall be assigned an effort grade of 100 points at the beginning of each quarter. Points will be deducted for effort infractions. Please note the effort grade is not strictly based on points deducted in the student’s log (grades 3rd-7th). The Effort grade reflects the student’s overall effort throughout the entire school day. The final cumulative effort grade for the quarter will be posted on the report card.

H. Report Cards/Academic Progress

1. Academic Progress

Academic progress of students can be checked on Edline on a regular basis. Student grades will be kept current weekly and posted to Edline. You are urged to check your child’s grades on a regular basis so that you can keep up with your child’s progress during the school year.

2. Honor Roll (3rd-7th grades)

- a. Alpha Honor Roll: to receive Alpha Honor roll, a student must have all “A’s” in a nine-week period in all grades that appear on the report card
- b. Beta Honor Roll: to receive Beta Honor roll, a student must have all “A’s or B’s” in a nine-week period in all grades that appear on the report card
- c. Alpha Honor Roll for the Year: to receive Alpha Honor roll for the year, a student must have all “A’s” in grades that appear on the report card for each grading period

3. Report Cards

Report cards will be given at the end of each nine-week marking period. Report cards will not be issued if there are any outstanding balances for your child (including but

not limited to lunch money, tuition, extended care/study hall, fundraisers, picture money, summer enrichment, sports uniforms, etc.)

4. Parent/Teacher Conferences

All parents will have the opportunity to meet with the child's teacher each nine-week period at a Parent/Teacher conference. If your child's teacher has concerns with the student's academic or behavior progress, a mandatory conference may be requested by the teacher. Only the parent or legal guardian of a child may meet with a teacher. Report cards will be distributed at the Parent/Teacher conferences. If a parent is unable to attend, the report card will be sent home with the student at a later date. The last report card and standardized test scores are given directly to the student on the last day of school.

I. Grades

1. Grading Scale:

Kindergarten – 7th Grade

94 - 100 = A

86 - 93 = B

78 - 85 = C

70 - 77 = D

69 - below = F

2. Point Deductions for All Graded Work

Maximum of 5 points off for ALL of the following combined on one test/quiz/assignment

1st Grade

Points are taken off at the discretion of the teacher in relation with age appropriateness for the test/quiz/assignment. It is 1-3 point maximum deduction for not following directions.

2nd Grade

1 point per heading item (no more than 3 points total)

1 point for holes on paper facing wrong direction

1 point for not following directions

3rd – 7th Grades

St. Rosalie Heading - 3 points maximum

1 point for any part of the student's name

1 point for any part of the date not fully written out

1 point for any part of the student number and class code

Writing in Print/Script as Instructed by Teacher – 2 points maximum

Following Directions - 2 points maximum (per section), 5 points maximum per assignment

Any Late Assignment:

Daily assignment - 5 points deducted from grade for each day late

Long-term assignment – 10 points deducted from grade for each day late

3. Make-Up Tests

If a student is absent from school, it is the student's responsibility to meet with the teacher in order to complete all missed work by a deadline. It is the student's responsibility to copy any missed notes while absent from school. If a student is absent from school for a short period of time and returns to school on the

day of a scheduled test/quiz, he/she must be prepared to take the test upon his/her return to school. If a student has enough grades, or missed too much information pertinent to the test, a make-up test may or may not be given. All make-up tests/quizzes will be given at the discretion of the teacher.

4. Promotion

A student who has made satisfactory progress at one grade level may be advanced or promoted to the next grade level. Final averages in all major subjects must be at least a "D". Students must receive a minimum of four (4) quality points in a subject for promotion.

5. Conditional Promotion

Students who receive an Incomplete (I), fail one subject or do not receive four quality points in one subject will be promoted conditionally. The condition is that they attend a summer school program approved by St. Rosalie administration. Students who are conditionally promoted must attend classes at a recognized summer school session. Failure to attend an approved summer school program or achieve a passing grade in the approved summer school program will result in an automatic retention in the current grade. All students attending summer school must have a report card or letter from the administrator of the summer school program, before they can enter the new grade.

6. Retention

A student failing two or more subjects is to be retained in the current grade. If a student is retained for a second time, they may be asked to leave St. Rosalie School if the administration does not feel that the school can meet the child's academic needs. As mandated by state law, any student with excessive absences will be retained in the current grade. (See absence policy in handbook.)

IX. EXTENDED SCHOOL CARE/STUDY HALL

A. Extended School Care

Extended school care is available from 3:00-6:00 P.M.

For Preppies - 3rd grade students on most school days (refer to school calendar). These programs include rest periods, recreation, assistance with homework, and educational TV and movies.

B. Study Hall

A study hall program is available for students in grades 4-7. This program is available from 3:00 P.M. until 6:00 P.M. on most school days (refer to school calendar).

Teachers assist students with homework and help students develop good and strong study habits.

C. Payment for Extended Care and Study Hall

Payments must be kept current for these programs. Bills are not sent out for these programs. It is the parent's responsibility to make payments in a timely manner. If balance is not kept current, student will not be allowed to attend the program until balance is paid in full.

IMPORTANT: Students must be registered for extended care/study hall in order to attend. Drop in students are not allowed.

X. HEALTH

A. Student Health

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. Although a physical exam is not required for each child before entering school each year, it is strongly recommended. Louisiana state regulations demand that your child's immunizations be kept up to date as a prerequisite for school enrollment. Students that do not have current immunizations, as required by the state health department, will not be allowed to attend school until their shots are up-to-date.

B. Medical Treatment Acknowledgment

By signing the handbook acknowledgment page, the parent/legal guardian acknowledges that St. Rosalie School does not provide medical services. The parent/legal guardian also acknowledges that the school does not assume the role of health care provider in diagnosing or treating its students; nor does the personnel (includes principal, faculty, and staff) have experience, knowledge or expertise in providing any emergency treatment that may be necessary for any student, including but not limited to – and by way of example only – any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student. In specific circumstances in which the student needs to self-medicate or requires assistance with medication, the parent/legal guardian acknowledges that the school may be unable to accommodate the medical needs of their child/student. In certain circumstances in which the student needs to self-medicate or needs other medical assistance, the parent/legal guardian acknowledges that this must be discussed directly with the school principal or the proper personnel as designated by the school principal.

C. Medication Distribution

By state law, we cannot keep on hand or administer any medication without written permission. All medication must be accompanied by the parental consent form (found under links on the homepage of Edline) and a signed physician's note. All liquid medicine is to be pre-measured and poured into a small container which the child can handle. All pills and capsules must be pre-measured and sent to school in a pillbox, which contains separate compartments for each day. Upon entering the classroom, all medicine is to be given to the homeroom teacher. At the appropriate time, the child proceeds to the office to receive the medication.

NOTE: It is the child's responsibility at the end of the day to pick up empty medication containers and/or medicine that needs to be taken home.

D. Insurance

A portion of the registration fee each year provides your child with insurance. All students riding a school bus are covered from the time they board the bus, until the time the child is dropped off at home by the bus. All students are also covered from the time they arrive at school until they are picked up by their parent or other arrangements have been made by the parent. This insurance is considered a secondary policy. If necessary, ask the school office for the appropriate form. All parents have the option to purchase twenty-four hour coverage. This information is sent home with the students at the start of the school year.

E. Illness or Injury at School

It is imperative that all accidents be reported during school hours. Accidents occurring

during recess or before school must be reported to the teacher on duty. This procedure must be followed and is necessary in filing insurance claims. In the event of accidents, the parents will be notified or the proper emergency numbers called, if the parents cannot be reached.

F. Medical Equipment Needs

1. CRUTCHES/WHEEL CHAIRS, ACE BANDAGES, etc. - In order for a student to use crutches, a wheel chair, wear an ace bandage or any other health/injury assisted item on campus, he/she must have a doctor's note.
2. FOOT INJURY - If a student cannot wear their school shoe due to an injury, the student may not wear a sandal or open toed shoe for safety reasons. The student must wear a sock and closed shoe for protection while on campus (i.e. – tennis shoe, Croc with the strap on the heel, closed slipper, etc.) and a doctor's note must be submitted for this injury.

G. Student Information Card

Student information cards are very important and are used by office personnel and teachers. Emergency telephone numbers are very important. These numbers are called in case of an emergency, when parents cannot be reached. Therefore, we ask that you list two people who can be reached in your absence. These cards are to be filled in neatly and completely, and returned to school immediately. Notify the office of any changes that may occur during the year.

H. Head Lice

If you are aware that your child has head lice, please contact the school office immediately so we can prevent this from spreading by taking the proper actions. If your child has head lice, they must be treated. Before they can return to school, the parent must provide the office with a copy of the sales receipt and proof of the product used to treat the child (i.e. empty bottle, empty box, etc.). If school personnel suspects that a child has head lice, a parent will be called to pick the child up from school and the parent will be responsible for treating the child as stated above.

XI. EMERGENCY CLOSING OF SCHOOL

If it should be necessary to close school for any reason, the announcement will be made over Radio Station WWL-870 AM, and Channel 4 TV. These are the only official news stations for the Archdiocese of New Orleans. Decisions to close are made through the Superintendent of the Archdiocese. If there is an emergency closing while your child is at school, you may pick up your child by coming directly to the office. Phone calls are not necessary during these times.

XII. MISCELLANEOUS POLICIES AND PROGRAMS

A. Payments (cash, checks, money orders, etc.)

The school is not responsible for any cash payments that are sent to school with your child. It is strongly recommended that all cash payments be brought directly to the school office by a parent so that a receipt can be issued at the time of payment. Checks will NOT be accepted for any payment after April 30th of the current school year. Only cash or money orders will be accepted for all payments during the month of May. If you have any outstanding balances with the school, your child will not be allowed to take his/her tests, resulting in an I (Incomplete) for the nine-weeks and he/she may be asked not to return to school until the balance is paid in full (cash or money order only). If the balance is not taken care of in a timely manner, your child may be asked to leave St. Rosalie.

B. Guidance Program

The school counselor is available to parents, students, and teachers. As a parent or legal guardian, I understand that personal and academic counseling, as well as professional referrals, are provided, as deemed necessary by school personnel. The counselor will see students upon referral by parents, teachers, or administration. Students can request to see the counselor when needed.

C. Field Trips

Field trips are meant to be educational as well as fun. All field trips are approved by the administrators. The administration and/or teacher reserves the right to keep a student from attending field trips due to misbehavior, lack of classroom participation, or failure to do assignments. If a parent chooses not to have their child participate in a school sponsored field trip, which is considered to be the school curriculum for that day, the child must remain at home and will be counted absent from school for the day. Because reservations must be made in advance, refunds may not be given for students who do not attend field trips.

Chaperones: It is important that chaperones supervise the children on the field trip at all times. Therefore, the following guidelines must be observed for the safety of the children:

- Only a parent or legal guardian may chaperone a school sponsored field trip.
- Cell phones and pagers must be reserved for emergency use only. (This takes away from time spent monitoring the children.)
- No one (siblings, relatives, young children, etc.) may accompany the chaperone on the field trip.
- Chaperones may not purchase food, drinks, souvenirs, etc., for the students while on the field trip.
- Chaperones may not chew gum or issue gum to students while on a field trip.

D. Library

All students will visit the library once a week for instruction by the librarian. A student who has overdue books will not be able to check out additional books. Excessive overdue book occurrences will be addressed with the appropriate discipline procedures and consequences. Students will be charged the replacement value of a lost library book.

E. Edline and Communications

St. Rosalie uses Edline to communicate quickly and effectively with parents and students. Through Edline, parents will receive notices, annual and monthly calendars, monthly lunch menus, students' grades, newsletters, homework assignments, projects, field trips, and all important school information. Please refer to your Edline account on a regular basis to keep up with the current important school information and news. You may access Edline through our school web site at www.strosalieschool.org, or directly at www.edline.net. In order for parents and students to receive these important communications on a regular basis, it is necessary to setup and activate Edline accounts. It is mandatory for ALL parents and students to activate their Edline accounts by September 1st of the current school year. If these accounts are not activated by the deadline, grade appropriate consequences will be put in place. If someone does not have Internet access, they are welcome to work with the office personnel in setting up times throughout the school year to use a school computer to access Edline as frequently as needed.

F. Cafeteria

St. Rosalie participates in the Federal Lunch Program. A well-balanced meal is served daily. Students have the option of purchasing lunch at school or bringing a lunch. If bringing a lunch, items not served in the cafeteria may not be included in a lunch brought from home (i.e. candy, soft drinks, fast food, etc.). Lunch money is to be paid in advance. Lunch money will not be collected on a daily basis. The entire amount of lunch money for the week or month is due on the first school day of each week or month. Lunch can be paid for on line by following the instructions sent home with your child at the beginning of the school year or by sending money to school with your child in an envelope labeled with the child's name, account number, grade, and teacher's name. If a student does not have money on their lunch account, they will not be allowed to purchase a lunch from the cafeteria as stated by the Archdiocesan Food Service Program.

G. Telephone

Students are not allowed to use or come to the telephone. All emergency information will be taken by the administration and/or office personnel. Teachers should not be expected to leave their class to receive a phone call. If you wish to talk to a teacher, call the office and the secretary will connect you to their voice mail or take a message for the teacher to return your call.

H. Withdrawal of Students

The school should be notified at least two days in advance of a student's withdrawal. The student and parent will receive instructions from the office. All textbooks, library books, and outstanding payments must be cleared before the school can release any records to the forwarding school. Any outstanding balances must be paid with cash or a money order before any of the student's records are released. When a child is withdrawn, the tuition rate is prorated based on the number of days the child attended. Registration Fee (paid in advance to register) is no-refundable. Anytime that a child is withdrawn after registration occurs, you will be assessed \$200 per family of the current tuition rate. If a family is receiving tuition assistance and withdraws a child during the school year, the entire tuition assistance amount is forfeited. If a refund is necessary, a check will be cut and mailed to the parent in approximately 10 business days. In the event a family is paying the family tuition rate for more than one child and withdraws only one child, the remaining child's tuition is then prorated based on the one child tuition rate. The student is not officially withdrawn until the parent notifies the school office.

I. Requesting Student Records

Office personnel will be happy to copy any necessary documents you may need from your child's school file. When requesting a copy of your child's school records or documents in their school file, you must notify the school office at least one week in advance in order to give the office personnel adequate time to make all necessary copies.

J. Restroom Accidents

Preppie and Pre-K parents may send an extra set of clothing to school in the event their child has an accident. But, for the protection of your child and our faculty and staff, staff members are not allowed to assist children in changing their clothes. If a child needs extra help in changing or needs additional washing/cleaning, a parent/guardian will be called to come to school to assist the child.

K. Public Release of Students' Pictures and Information

Throughout the calendar year various pictures are taken of our school children while at various functions (including but not limited to school functions on and off campus, summer enrichment program, sporting events, parish fair, field trips, etc.). These pictures, along with the students' names may be used for various advertisement purposes (including but not limited to local newspapers, school's web site, professional journals, advertisement brochures, etc.). If you do not want your child's picture or information to be used for the above mentioned reasons, it is the parents' responsibility to submit a letter in writing to the school office during the first week of school or before the start of summer enrichment stating that you do not want your child's information publicized. A new letter must be submitted annually to the school office.

L. Classroom Parties

Birthday parties for students are not permitted at school. Invitations to parties may not be passed out at school. These should be mailed by the parents. Addresses and telephone numbers will not be given out by the school staff. Student directories may be purchased through the school office for this purpose. No food, unless requested for fund raising or special school events, can be sent to school or the cafeteria.

M. Visitors

For the safety of the students, all visitors on campus must check in at the school office to receive a pass. Visitors may not go directly to a child's classroom. Visitors will not be permitted to loiter on the school campus at any time. Students are not permitted to have visitors during the school day.

N. High School Placement Cards

Seventh (7th) grade students will receive a high school placement card from St. Rosalie School. Students must follow the application procedure as outlined by the Archdiocese. All cards must be returned to the St. Rosalie School office by the deadline set by the Archdiocese. If this card is not received in the school office by the deadline, the parent will be responsible to apply through the high school directly. All necessary documentation for 7th graders applying to high school will be taken care of by St. Rosalie School personnel. This documentation, along with high school placement cards will be submitted to the respective high schools by St. Rosalie personnel.

O. Transportation

Bus Transportation

Parents are asked to remind their children of the following safety reminders concerning behavior while on the bus:

1. Kindergarten and first grade students should have their bus number attached to their clothing during the first two-three weeks of school.
2. If the driver assigns seats, students shall ride in the assigned seat at all times.
3. Students should be in a single line when entering the bus, and should exit the bus in an orderly fashion.
4. Shouting is never allowed.
5. Keep arms and heads inside the bus at all times.
6. Keep the aisle and the emergency door clear at all times.
7. Students must be seated at all times.
8. Homework is never done on the bus.
9. Parents should know their child's bus number.

10. No eating or drinking is allowed on the bus.

IMPORTANT NOTES:

1. Students who are reported for disorderly conduct may be temporarily or permanently suspended from the bus.
2. Students may not ride a bus other than their own assigned bus.
3. A note must be sent to the office if your child will not be riding the bus home on any given day. Verbal messages from the student will not be accepted. If a note is not received, the child will have to ride the bus.
4. Insurance only covers bus students. Therefore, only those students who have an assigned bus card will be allowed to ride the bus.

P. Summer Enrichment Program

St. Rosalie School offers a Summer Enrichment Program for eight weeks during the summer vacation. This program offers bible, art, drama, computer, swimming, outdoor games, weekly field trips, water days, and other fun-filled daily activities. This program is open to children who are entering PK – 7th grade. These students must have attended St. Rosalie School for the current school year or will be attending St. Rosalie School for the upcoming school year. As students are still representing St. Rosalie School, all policies as outlined in this handbook will be adhered to during our summer program. Please refer to information sheets sent home at the time summer enrichment registration for further details.

Q. Asbestos Management Plan

In accordance with AHERA (Asbestos Hazardous Emergency Response Act), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the main office during school hours. If you desire a copy of the plan, it will be made available to you at the reproduction cost.

R. School Safety Procedures

The faculty and staff adhere to all mandated safety procedures. Fire drills and lock down drills are performed on a regular scheduled basis.

XIII. EXTRACURRICULAR ACTIVITIES

A. Altar Servers

Girls and boys in grades 4-7 are eligible to become altar servers. Criteria are established by the pastor.

B. Student Council

Students in grades 5-7 are eligible to run for student council class representatives. Students who attended St. Rosalie the previous year and are in 7th grade are eligible to run for the executive board positions. Guidelines for eligibility are set forth in the student council constitution.

C. Band Program

St. Rosalie participates in the Archdiocesan School Band Program. All third grade students are eligible to participate in a recorder class. Students in grades 4-7 are eligible to join, and are encouraged to do so. Tuition is paid directly to the Archdiocese. Students attend band classes once a week. Students compete as individuals and among other school bands; they also perform in concerts and festivals.

D. Sports (after school)

Students in eligible grades (as noted by the coaches) are eligible to try out for the C.S.A.L Sports Program. Details are given to the students through the respective coaches. Only those students participating in the sports program are allowed to remain on campus after school hours. Parents must be responsible in picking up their child at the exact time specified by the coach. Students and parents are required to sign an athletic code of conduct before participating in each sport. Students will be withdrawn from a team if they do not adhere to the policies as outlined in the code of conduct. Grades will be monitored throughout the year. Students not meeting the requirements as outlined in the code of conduct will be placed on probation and/or removed from the team at the discretion of administration.

E. Extracurricular Clubs/Activities

Students in grades 1 through 7 are able to take advantage of various extracurricular clubs offered immediately after school. These clubs are all held on campus and vary from year to year. All clubs are supervised by teachers on staff. Some of the various clubs are:

| | | | |
|------------------|----------------------|------------------|-----------------|
| Art | Drama | Quiz Bowl | Student Council |
| Book Club | Indoor Games | Service | |
| Chess | Intramurals | Sew Fun | |
| Cheerleading | Jump Rope | Speed Stacking | |
| Chef Club | Let's Get Physical | Sports | |
| Computer | Make and Take Crafts | Stellar Spellars | |
| Creative Writing | Pep Squad | Young Einstiens | |

F. Awards (received at 7th grade Graduation)

Below are some of the awards given at 7th Grade Graduation. These awards may vary from year to year and are voted on by faculty and staff.

Principal's Award

St. Catherine of Siena (leadership and service)

St. John Bosco (leadership and service)

Altar Server: St. Rosalie

Athletic Awards

Art, Band, Choir, Drama, Library

Outstanding Religion

Outstanding Reading (in memory of Lauren Dumais Blank)

Presidential Academic Excellence Awards

American Citizenship Awards

Dustin Ewing Donaldson Memorial Scholarship

Joseph Anthony Parks Scholarship (in memory of Elaine Parks)

Mrs. Patsy's "Child of God" Memorial Scholarship

Troy Williams Memorial Scholarship

High School Scholarships (as awarded by the various high schools)

American Legion Award

Lions Club Math-Science (one of the highest averages in math and science)

XIV. P.A.T.H.S. ASSOCIATION (Parents and Teachers Helping Students)

The school has a P.A.T.H.S. Association which is the school's parent organization. All parents are members and are encouraged to attend meetings as scheduled on the annual calendar. Please refer to your monthly calendar for the exact meeting dates. You are encouraged to become an active member of this organization and to support all of its functions. The overall objective of this organization shall be to aid the efforts of St. Rosalie School in striving towards the great goal of Catholic Education, which is to prepare the child adequately to be a worthy citizen both in this world and in the next. Other objectives of the organization are as follows:

- to help strengthen the home, school, parish and community ties
- the promotion of friendly parent-teacher relations, intended ultimately to foster better understanding between teacher and pupil and to stimulate reciprocal appreciation
- the sponsorship, undertakings, and projects which are approved by the Pastor and Principal

A. Fund Raising Activities

In order to eliminate annual fund raisers, a \$200.00 per family fee is included in your child's tuition. Please be aware that this fee is non-refundable in the event the child is withdrawn from the school. Any fund raising events sponsored by the P.A.T.H.S. are strictly optional. Any funds raised by this organization go to support the school.

B. P.A.T.H.S. Volunteers

1. Officers of P.A.T.H.S. Association

Offices held are as follows: President, Vice-President, Secretary, and Treasurer. In order to be eligible, you must be a parent of a child attending St. Rosalie School, willing and able to work and be approved by the principal and pastor. Elections are held every April; nominations take place in March.

2. Room Parent(s)

Each class should be represented by a room parent(s). The parent's duties are to assist the executive board, especially in fund raising events, and to assist the teacher during special occasions.

3. Volunteers for P.A.T.H.S.

Please call the school office or the P.A.T.H.S. President(s) if you are able to volunteer in any capacity. Any help you can give would be greatly appreciated.

C. Church/School Annual Fund Raisers

1. In addition to fund raising, the P.A.T.H.S. Association sponsors two booths at the annual St. Rosalie church fair, which is usually held the last weekend in September.

The booths are as follows:

a. Grand Cash Raffle

Raffle tickets are given to the students during the first week of school and each family is asked to buy or sell the book of tickets to help support this booth.

b. Toy Booth

Donations of new toys are graciously accepted for this booth. About 2,000 toys are needed to stock this booth.

2. Parents of St. Rosalie School chair and run "Fun Zone" at St. Rosalie Parish Fair. Volunteers are always welcome to assist in running this large area at the fair.
3. The faculty and staff of St. Rosalie School sponsor the Country Store Booth. Each

family is asked to donate food items to help support this booth.

D. School Volunteers

1. Annual Background Check

In order to protect the children, the Archbishop approved the policy for annual criminal background screenings of all school volunteers. Anyone wishing to volunteer on a regular basis must complete the “Volunteer Background Check Disclosure and Authorization” form (located in the office) before you begin volunteering. The parent will incur the cost of this background check. Once the background check is completed, the parent may begin volunteering at the school. Please be assured that this search is for criminal convictions only, and is used to determine the suitability of working with children. St. Rosalie will not have access to any credit or financial records.

2. Safe Environment Training

As per the Archdiocese, all volunteers must attend a “Safe Environment Training” program before they can volunteer for the school. Available training workshops can be found on the Archdiocese website at www.Arch-no.org under safe environment. A certificate of completion for the training must be turned in to the school office and kept on file. These certificates are valid for three years.

3. Cafeteria Workers

The cafeteria can always use assistance to serve meals 10:30 A.M. - 1:00 P.M.

XV. Archdiocese of New Orleans Science Laboratory Student Safety Guidelines

Pre-Kindergarten through seventh grade teachers are required to review the Archdiocese of New Orleans Science Laboratory Student Safety Agreement with all students and to provide a copy to each student.

Overview

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

General Rules

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.

9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

Clothing

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

Accidents and Injuries

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

Handling Glassware and Equipment

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.³³

Heating Substances

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

XVI. St. Rosalie Internet Use Agreement

Internet Use Agreement

St. Rosalie School is pleased to offer access to the Internet to all students and teachers. The Internet is an electronic information and communications “highway” connecting millions of computers and millions of individuals all over the world.

Students at all grade levels will be exposed to information on the Internet through the computer labs and their classroom computers. As early as Preppies, students may participate in projects that involve research and the free exchange of ideas and information over the Internet. The Internet provides ready access to thousands of libraries and databases.

While every attempt is made to protect students from questionable material, we acknowledge that we cannot control the vast amount of information that is available on the Internet. Students are carefully monitored when using the Internet. Filtering is provided via the Archdiocese of New Orleans Internet Services Department.

Use of the Internet is a privilege and as such, certain rules apply. General school rules for behavior apply as well as specific rules concerning computer and Internet usage.

Students are responsible for their own behavior on school computers. Inappropriate use or behavior consists of:

- Intentionally damaging computers
- Revealing personal information such as address and phone numbers about you or any other person
- Attempting to download or print from the Internet without permission
- Consistently not attending to teacher instructions
- Attempting to access inappropriate sites
- Using school computers for personal email
- Visiting chat rooms
- Deleting, copying, or modifying other user's files
- Changing computer settings
- Cyber bullying