

## **ADMISSION POLICY**

Students seeking admission to St. Rose of Lima School must submit all academic records, including standardized test scores (where it applies) prior to filing an application. We reserve the right to limit admission of pupils into seventh and eighth grade to those transferring from another Catholic School. Students entering kindergarten or grade one must participate in the screening process designed by St. Rose. Students must demonstrate readiness and ability to embrace our program. Priority consideration is given to:

- a. Parents of siblings previously enrolled in our school who are baptized Catholics **who have met their financial and service commitment to St. Rose School and Parish; duration of time in our school is a consideration.****
- b. parents of children applying who are registered parishioners of St. Rose **with consideration given to, the frequency with which the offertory envelopes are used, service rendered to the parish, length of time registered in the parish, and participation in our nursery/prekindergarten.****
- c. out of parish Catholics**
- d. non-Catholics.**

## **CLASS SIZE POLICY**

Class size in nursery and pre-kindergarten is generally limited to twenty children per session; kindergarten, generally limited to twenty-five pupils per class; grades 1-8 generally limited to thirty pupils per class. The Pastor and Principal reserve the right to increase class size if circumstances necessitate it.

## **ATTENDANCE REGULATIONS**

**School Hours** Grades K-8- 8:20 AM to 2:30 PM

## **ARRIVAL**

Doors open at 8:00 AM. Children are expected to enter the building in an orderly fashion. Bus students will enter via the main doors, while students walking to school or being dropped off will enter via the Grade 4-8 doors. Students entering after 8:20 AM will be marked late.

## **DISMISSAL**

Students who walk or travel by car to their homes should walk on line to Merrick Road and either proceed to the corners for crossing, or wait for parent drivers. Parents who come by car to pick up their children must park in the area nearest Merrick Road, remain behind the gated area and meet their children at the grass area near Merrick Road. The three parking lanes closest to the school, extending from Merrick Road to the first bus should remain vacant. Parents traveling by car are asked to leave the school grounds via William St. as soon as possible and prior to the buses leaving the parking lot. If the parents are delayed in the parking lot, they are requested to remain in the lot until all the buses have left the grounds. Pupils waiting for buses should do so as far away from the curb as possible to ensure greater safety.

## **ABSENCE**

Regularity of attendance and punctuality are important in a student's character training and a critical factor in school success for pupils. Consistent attendance patterns have a significant impact upon the learning process. Both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. A pupil is considered absent if not present when attendance is taken. **The State Education Law lists the following as legal absences:**

- sickness of a student**
- required presence in court**
- sickness or death in the family**
- religious observance**
- impassable roads or weather that makes travel unsafe**
- district bus problem**

All other absences are classified as unlawful detention on the part of the parent, or truancy on the part of the child. A written excuse from a parent or guardian, stating the DATES AND REASONS for the absent student must be presented to the teacher **on the day the student returns to school**. Unless a note is received, **the student's absence will be recorded as illegal**. A written doctor's note on the day the student returns to school **will be required** of a student whose absence is for five (5) consecutive days and may be required for three (3) consecutive absences. Parents are also expected to call the **Health Office (799-4030) before 9:30 AM** on the day of the absence to report your child's absence. Phone calls made by students cannot be accepted and the absence will be recorded as illegal.

## **ABSENCE- VACATION**

Absence from school for vacation is considered illegal and will be recorded as such. Work cannot be requested in advance, but you can obtain the work through your child's Google Classroom account. Any tests given while on vacation **can be expected to be taken on the day your child returns to school**. You will be responsible for all work taught and tested during this time. The teacher will not individually instruct the work covered during your child's absence.

## **LATENESS**

A student is considered late if he/she arrives after 8:20 AM. Lateness requires a written excuse from the parent. Students who arrive late must report to the front desk for a late pass. Habitual lateness, of which you will be notified, will be recorded on the permanent record card, in PowerSchool, and the student's report card. **Six** or more lateness will influence the **personal growth section of the report card**. It will also affect membership on Student Council, National Junior Honor Society and any other aspects deemed appropriate by the Principal.

## **LEAVING SCHOOL DURING THE DAY**

No student may leave the school during school hours unless the parent submits a written note in advance. At the time of their early dismissal, the student **must be accompanied by a parent or one designated by the parent**. The supervising adult is required to sign the student out. One designated by the parent must be done in writing to insure the student's safety.

## **BUS TRANSPORTATION**

Transportation is a school district service with the guidelines determined by them. Therefore, it is suggested that all questions and concerns be referred to your district transportation office. Applying for transportation, a parental obligation and responsibility, is an annual process, due generally at the end of **March 2026**.

## **BUS CONDUCT**

In order to ensure safety and to maintain respect, students are to observe the following regulations:

<b>~Courtesy and cooperation with the driver and other riders</b>	<b>~Refrain from eating or drinking on the bus</b>
<b>~Use of respectful language</b>	<b>~Remain seated on the bus at all times</b>
<b>~Ride only on the bus in which the student is entitled</b>	<b>~Care for the property of the bus</b>
<b>~Cell phone use and picture taking is strictly forbidden</b>	<b>~Music on the bus cannot be played</b>

If the regulations are violated, the following procedures are usually followed: a discipline notice

- completed by the bus driver** will be sent to the parent by the school principal the student is
- required to submit a letter of apology to the bus driver
- repeated incidents of misconduct can and will result in a bus suspension or complete revocation of bus privileges, which is the right reserved by the school district and bus company.

Difficulties that arise on the bus should be reported to the bus driver, department of transportation, as well as the school principal.

\*For insurance purposes, **students are not permitted to ride a bus to which he/she is not entitled**. Students who deviate from their routine dismissal procedure without written permission will be disciplined according to the principal's judgment.

## **IMPORTANT TELEPHONE NUMBERS/WEB SITES**

School: **541-1546**

Nurse: **799-4030**

Religious Education: **541-1712**

Rectory: **798-4992**

Massapequa District: **308-5000**

School/teacher website: [www.stroseschool.net](http://www.stroseschool.net)

Parish/School website: [www.stroseoflimaparish.org/school](http://www.stroseoflimaparish.org/school)

## **EMERGENCY CLOSINGS**

In the event that school is closed for inclement weather, the information will be announced on the following:

- On your home phone number, on the mother's and father's cell phone number if provided and/or updated
- On the school's website: [www.stroseschool.net](http://www.stroseschool.net)
- Channel 12 - Cable TV

The decision to close school in inclement weather rests primarily with the Massapequa School District. **If the Massapequa School District is closed due to inclement weather conditions, St. Rose will not be in session. If the Massapequa School District determines a delayed**

**opening, St. Rose's opening will also be delayed.** A delayed opening necessitates that students arrive between 10:05 and 10:20 AM. This applies to students who ride the bus and who travel by car. **If St. Rose/Massapequa has a delayed opening, parents who reside in the other school districts must check with their respective school district to see if transportation from your school district is in effect.** If an excessive number of snow days are used, make-up days will be announced in accordance with diocesan directives. On a given day, if school is already in session, an early dismissal in inclement weather is highly unlikely due to uncertainty of supervision at home. Under some circumstances, a phone chain to report school closing may be used.

## **COMMUNICATION**

On a weekly basis, written communication from school is sent via Mr. Jensen's weekly email, sent 8:00 AM every Sunday. Promptly returning to school on time the necessary information is strongly encouraged.

## **DISCIPLINE**

Discipline is the underlying framework around which other aspects of education are structured. The ultimate goal of learning is self-discipline and self-direction. A genuine respect and reverence for self, God, and others is the primary factor for a code of discipline. As a result of healthy discipline, genuine development in children is fostered, character training and moral values are strengthened, a conducive environment for learning is established, and personal responsibility is reinforced. **Good discipline begins with the earliest training in the home and extends to the school and the community. Mutual cooperation between the home and school must exist if discipline is to be maintained. In order that a Christian climate is maintained, we expect the support and cooperation from all who comprise our school.**

Lack of response to the bell, non-conformity to uniform/dress code, chewing gum, talking during prayers/announcements/halls/class or when directed not to, game playing at inappropriate times, inappropriate behavior, are considered **minor infractions** which can result in a warning notice and/or lunch time detention. **Repetition** of the offenses will be reflected on the student assessment card and will result in a parent-teacher-pupil conference. **Repetition in these offenses may result in suspension if the issue continues.**

The use of a cell phone, camera, or any electronic device capable of taking pictures or having two-way communication or internet access on school grounds, including during after school activities, on the bus, or on a school sponsored trip, is strictly prohibited and will be punishable according to the nature of the circumstances. **Picture taking of any kind at any time, including on the bus, is strictly forbidden and is subject to serious disciplinary action. In addition, the electronic device will be taken from the student and will be returned to the parent only by the principal or teacher. Students using prohibited devices are subject to an out of school suspension or expulsion.**

Lack of respect, aggressive behavior, bullying, harassment of any kind, misbehavior on a fire drill or in Church, food throwing, inappropriate language, use of racial slurs, leaving the school property without permission, **continued** disregard for school rules, **consistent** lack of preparation for class, violent actions leading to the injury of another and/or disruption of class or school related activities, cheating, stealing, lying, or defacing school property or personal property are considered **major offenses**. Consequences for the first major infraction, reflected on the student assessment card, will include a demerit along with an immediate parent-teacher-pupil conference, **along with other disciplinary consequences..** The second major infraction will include a parent-teacher-principal-student conference along with additional severe disciplinary action. **School personnel, in conjunction with the administration, reserves the right to name offenses as minor or major in light of the circumstances.** In accordance with both state and federal law; sexual harassment of any nature will not be tolerated.

Suspension from school is employed by the principal and pastor only for serious reasons. Parents will be informed of the suspension and its causes prior to the suspension date. A repeated act after suspension can result in a recommended transfer or immediate removal from St. Rose of Lima School.

## **SAFETY REGULATIONS**

Fire, bus, and **all other safety drills**, required by State Law, are faithfully held. Students are expected to follow procedures for such drills at all times. **Failure to comply with the code of conduct during all safety drills will result in disciplinary action according to the judgment of the Principal.**

## **VIOLATIONS OF SAFETY**

The possession or use of items such as guns of any kind, knives, slingshots, lighters, firecrackers, etc. and other items we deem to have the potential of jeopardizing the student or others will result in severe disciplinary action, including suspension or expulsion. All school personnel shall always be vigilant in taking all reasonable actions to ensure students' safety. With probable cause, a student's personal belongings may be searched. Lockers, desks, computers, and other such storage spaces remain the exclusive property of the school. Students have no right to privacy with respect to these items.

## **DRUG AND ALCOHOL ABUSE**

To respect our bodies is a Gospel mandate. To abuse our bodies is to abuse a gift from God. Students possessing or using vape pens, drugs, or alcohol while in school or while engaged in school activities are considered a serious threat to the well-being of St. Rose of Lima School and will be suspended from school. Parent notification will immediately take place. Students found using or possessing vaping paraphernalia, drugs or alcohol will be required to attend a program designated by the principal in order to remain in school. Selling or passing drugs or alcohol, however, will be considered grounds for immediate expulsion, action taken by the Principal, Pastor, and the Education Department.

## **UNIFORMS/HAIRCUT CODE**

The uniform bears witness that one attends a Catholic School. Our appearance reflects an inner reality, and appropriate dress is always encouraged. Good grooming is an important aspect of a child's training. Unless otherwise specified, students are asked to wear the complete uniform daily. On "dress up" days, uniforms need not be worn but students must wear clothing suitable for school. This excludes sweatshirts, sweatpants, jeans, and sneakers - unless otherwise noted. All students' haircuts should be neat and appropriate for a Catholic School. **Extreme fad styles and extremes in height, color, and/or length are considered inappropriate. For boys and girls: colored, dyed or streaked hair is not permitted. For boys: appropriate haircuts only, no extreme or bizarre styles, no spikes; no tails. Hair should not be past the collar and must be groomed so that it is above the ears and out of the child's eyes.** We reserve the right to discipline students whose hairstyle or dress code we regard as inappropriate or who are not in conformity with the specified dress code. This code applies to the beginning and final days of the school year.

**Boys K-8 (Refer to specific details previously distributed)**

Daily... Navy Blue trousers and a navy or black belt; white short sleeve shirt (for grades 7/8 button down collar); plaid tie; V-neck navy blue sweater vest.

Summer: Green polo shirt with school logo and khaki shorts or regular school dress pants, with navy or dark colored socks and regular uniform shoes can be worn from the first day of school through mid-October (Date TBD) and from early April (Date TBD) through the end of the school year.

Gym... \***Navy Blue mesh shorts** with the school logo, purchased through the school store; **St. Rose of Lima tee shirt**; navy sweatpants/shirt in cold weather; sneakers / navy socks; for middle school (Grades 6-8) navy jogging suit purchased from Flynn O'Hara.

\*The gym uniform will be closely monitored and failure to comply will be reflected on the assessment card.

Shoes: Black Oxford, tie or loafer shoe (**Black sneakers or work-boots of any kind are not permitted**); navy socks only

Jewelry: A regular watch can be worn, but **smart watches are not permitted**. Chains of any kind should be small and religious in nature and must be worn under the shirt; earrings are not permitted in school. Optional: Navy long sleeve cardigan, or V-neck pullover only.

**Girls K-8 (Refer to specific details previously distributed)**

K-6 Daily... Navy/green/white/gray plaid jumper; **whose length should be no shorter than the top of the knee**; matching plaid tie; white long or short sleeve shirt with Peter Pan collar.

7-8 Daily... Navy vest; white oxford shirt, button down collar with long or short sleeves; school plaid pleated skirt **whose length should be no shorter than the top of the knee**.

Summer: Green polo shirt with school logo and khaki skort or regular school jumper or skirt, with navy or dark colored socks and regular uniform shoes can be worn from the first day of school through mid-October (Date TBD) and from early April (Date TBD)<sup>t</sup> through the end of the school year.

Gym.... \***Navy blue mesh shorts** with the school logo, purchased through the school store; **St. Rose of Lima tee shirt or white uniform blouse**, navy sweatpants and shirt in cold weather; sneakers / navy socks, for middle school (Grades 6-8) navy jogging suit purchased from Flynn O'Hara.

**The gym uniform will be closely monitored, and non-conformity will be reflected on the assessment card.** . \*The gym shorts should not be shortened or rolled up.

Shoes... Black Oxford, loafers, "Mary janes", or fully closed flat shoe. **Heel cannot exceed 1 ½ inch**. No clogs, platforms, sandals, wedges, boots or moccasins etc., navy knee high socks or navy tights Optional...Navy cardigan or pullover sweater, navy slacks.

If for some reason on a given day, the uniform code cannot be implemented, a parent's written excuse is requested and should be submitted to your child's teacher. (This applies to dress down/dress up days.)

Jewelry/Makeup.... **Jewelry should be small and limited in nature**. Earrings, if worn, are limited to posts. **Large earrings, chains and bracelets are not acceptable**. NO MAKEUP OF ANY KIND MAY BE WORN. (This applies to dress down/dress up days.); **smart watches are not permitted**.

## **CURRICULUM**

St. Rose of Lima School follows the requirements mandated by the State of New York and the Diocese of Rockville Centre. As such, the Next Generation Standards are implemented in our school in Grades PK-8. Religion classes and a formal Family Life Education program are part of our daily program wherein faith, values, peace, and social justice education are shared with all our children. In addition, safety education, music, art, technology, physical education, American Sign Language (Grades 4, 5, 6, 7, and 8), and STEM Education are part of our academic program.

## **RELIGION POLICY**

All students are required to fully participate in the formal course of Religious study and assessment, prayer and worship at Church. Non-Catholics however, do not actively participate in the Sacramental Life.

**PHYSICAL EDUCATION PROGRAM**- Required by law, all pupils in grades K-8 must participate in the Physical Education program. Active participation in the gym program may be temporarily restricted or suspended due to injury or illness. Non-participation in gym class requires a note from your physician stating diagnosis, limitations and date of return to the physical education program. For long-term physical education restrictions or adaptation to the program, a Physical Activity form, available from the Health Office must be completed annually by a doctor and submitted to the health office.

## **TESTING**

For purposes of pupil and curriculum evaluation, a formal standardized testing program is implemented.

The following **New York State** tests are administered in the spring on dates named by the state:

**~Grade 4: Language Arts, Math ~Grade 5: Science ~Grade 6: Language Arts and Math ~Grade 8: Science (ALL) and Algebra (Honors Students ONLY)**

The *iReady* online exams will be utilized to benchmark the children in ELA and Math three times per year. Information obtained through these exams will be shared with the homeroom teacher and each child's parents.

## **RESOURCE ROOM/SPEECH/MAGNET**

Students who have special learning needs as identified by educators and who qualify may be eligible to receive Speech Services and Resource Room Services. Students in grades 4-6 from the **MASSAPEQUA SCHOOL DISTRICT** who qualify for the school district's gifted program may participate in the MAGNET program provided by them.

## **FIELD TRIPS**

Field trips are designed to enrich the educational process. For students to participate in a trip, parental permission must be submitted in writing. Parents will be notified in advance of the date, place and cost of the scheduled trip. For insurance purposes and adequate supervision, only students enrolled in St. Rose of Lima School are permitted to attend school-sponsored trips. St. Rose of Lima does not permit parent carpools for

transporting students to and from class trips. Parent chaperones for the trips will be selected by a lottery. All chaperones must be VIRTUS trained. Students who do not participate on the scheduled class trips are marked absent from school.

## **HOMEWORK**

In our effort to provide quality education that is designed to meet the varying needs of all students, it is the policy of the school to assign specifically directed homework beyond the regular school day. Students are expected to fully complete the assigned homework on time. Homework is designed to assist the student in strengthening basic skills, to review the material covered in class, and to enable the student to become more self-reliant, responsible and independent. It is essential that parents provide a conducive environment for work at home. A specific place and time to study and to complete homework should be set aside for the student. Parental observation and supervision of the child's completed assignments enriches the learning process. Parents can also assist by signing tests, completed homework, and monitoring the timely completion of homework. Homework remains a factor in student assessment each trimester.

**If your child is absent, all of the classwork and homework for the day will be posted in Google Classroom.**

## **TEXTBOOKS**

Under the New York State Textbook Law, all students receive textbooks and workbooks from their respective school districts. Forms signed by parents and completed in the spring, are submitted to the school district. For pupils who reside in a Nassau County school district (except Farmingdale and Oceanside), textbooks and workbooks will be distributed through the school. Suffolk County school district residents must pick up their textbooks and workbooks through the site designated by their home district and returned to their designated site as well. **Religion books are not provided through the district and will be provided by St. Rose of Lima School.**

## **CARE OF BOOKS**

The use of book bags and the covering of books will help with the proper care of books. Therefore, pupils in all grades are required to use school bags and cover textbooks and workbooks.

## **ACADEMIC PROGRESS/Assessment Cards**

Reporting pupil progress to both parents and pupils is one of the school's major responsibilities. Parents are strongly urged to consistently monitor child's progress through the use of the parent portal. The diocesan evaluation aims to reflect the goal of the diocese: "An educational program whereby a vibrant community of Jesus' disciples becomes unmistakably evident." Development of the person involves growth in the child's skill, feelings, values and beliefs. The diocesan assessment provides the parent and student with information about achievements and needs and is meant to encourage development of student potential.

Understanding and cooperation serve the best interests of the child. Parent-teacher conferences, previously arranged with specific dates and times, are scheduled at the end of the first and second semesters following the distribution of assessment cards. Pupils in grades 4-8 are strongly encouraged to attend the scheduled conferences. Additional conferences may be arranged between parent and teacher whenever necessary.

Assessment is based upon achievement of objectives demonstrated by:

**a. class work b. presentation in class curriculum content c. homework d. tests e. class participation f. independent study g. performance tasks**

## **APPOINTMENTS/CONFERENCES**

An appointment is necessary in order to see any teacher and the principal. An appointment can be requested in advance by e-mail or by phone and will be honored as soon as possible. This process is designed to ensure time for a conference of quality and to insure the learning process for the students. **With matters directly related to individual teachers and students, parents are encouraged to conference with the teacher before seeing the Principal. An appointment to see the Principal can be scheduled by telephone or e-mail.**

## **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the National Junior Honor Society is limited to pupils in grades 7 and 8 who have met the requirements in scholarship, service, citizenship, character, and leadership, as set forth by the society and our school. Guidelines are under separate cover and are distributed to all pupils in 7<sup>th</sup> Grade.

## **PROMOTION AND GRADUATION POLICY**

In an effort to maintain academic excellence, a diploma will be awarded to pupils in grade 8 upon the successful completion of an academic course of study, which requires the achievement of a minimum grade of 65 in each of the major subject areas including **Physical Education and ASL**. If a failing grade (a grade 64 or lower) is attained, the diploma will be awarded in late August upon the successful completion of tutoring experience with a certified teacher or a certified summer school experience. In order to be placed into the next grade level, a passing grade for pupils in grades 4-7 must be achieved in the major subject areas. This includes for grades 6, 7, and 8. If a failing grade is attained, placement in the next grade level is contingent upon the successful completion of a tutoring experience with a certified teacher or a certified summer school experience. Careful consideration will be given to pupils whose academic needs are modified, as stated by the school district's review. This decision rests with the Principal and Pastor.

## **FINANCES**

1. Tuition is paid directly to the **FACTS TUITION MANAGEMENT PROGRAM** from August to May. Monthly payments are due by the 5<sup>th</sup> and 20<sup>th</sup> of each month. Your prompt payment of tuition is necessary in order to meet our monthly expenses.
2. An annual **offertory contribution** of a minimum of **\$500 per family** through the consistent use of weekly offertory envelopes donated at Mass from July 1 through May 1 is also required to assist the parish with the monthly subsidy for the school. Parish Offertory should be fulfilled as follows:
  - a. Your offertory contribution with payments made from July 1 through May 1, monitored routinely.
  - b. The use of offertory envelopes or contributions using *WeShare*.
  - c. Non-compliance of the minimum offertory amount will result in future tuition rate to be a non-supporting rate.
3. Two fees are collected annually the **lunch fee** of \$100 per **family** is used to reimburse supervisors during the students' lunch, and the \$100 **technology fee** per **family** is used to defray the costs of technology requirements for the school. Both fees are collected through FACTS.

4. Participation in the SCRIP program with a minimum monthly fee.

5. An annual non-refundable re-enrollment fee of \$150.00 **per family** will be collected each February.

The **timely monthly payment** of tuition is necessary in order for us to meet our expenses and to have your child register for the following school year. A reminder notice from the FACTS TUITION MANAGEMENT PROGRAM will be sent if tuition is two months in arrears. A follow up letter from the school board will be sent to those families whose tuition remains outstanding. The school reserves the right to withhold the assessment card until all the fees are paid in full. A failure to respond to the letter can result in your child's dismissal from our school. Financial rearrangements to meet your individual needs must be arranged through the Pastor and/or Principal.

Each parent is expected to read and adhere to the school's financial guidelines, which are outlined under separate cover and annually forwarded to each school family in May.

### **COMMITMENT TO SERVICE**

The annual summer family festival remains the school's major fundraising activity. Each family is required to assist us by rendering three time slots of service to this effort before, during, or after the festival. In lieu of service, a specific fee is required to be paid prior to the family festival. If for serious, personal reasons, you are not able to fulfill your commitment, you must contact the Pastor prior to May 25. **Failure to meet your obligations to the festival will place your family into the non-supporting, higher tuition rate.**

### **HEALTH SERVICES**

The Massapequa School District provides the full time services of a registered nurse to St. Rose School. All children are provided with health services in accordance with state requirements.

**Physical Exams** - Students in Kindergarten, grades 1, 3, 5, and 7, as well as all new admissions, are required to undergo a physical examination by the district doctor or family physician not more than 12 months prior to the first day of the new school year. If your child is to be examined by your family physician, the required form, completed by the doctor, should be submitted to the health office by October 1.

**Immunizations**- Students' proof of immunization, required by law, must be submitted to the health office prior to admission. Without the required proof of immunization, the school reserves the right to delay and/or deny admission to school.

**Health Care**- In case of accident, all children will receive first aid by the school nurse. The parent, or one named on the emergency card, will be contacted. School personnel are authorized by state law to administer first aid only. In case of illness, the nurse will contact the parent, or one named on the emergency contact card, to take the child home. **IF NEITHER PARENT NOR EMERGENCY CONTACT CAN BE REACHED, THE NURSE WILL KEEP THE CHILD UNDER OBSERVATION UNTIL SUCH TIME AS THE PARENT CAN BE REACHED.**

**Medication Policy**- Medication, including aspirin, is never administered by the school nurse unless the proper form is completed by parent and **physician**. The form is available in the Health Office and states the procedures to be followed. Medication must be in the original bottle, labeled by a pharmacist with the child's name, dosage and frequency of dosage. Medication must be delivered to the school nurse by a parent and picked up at the end of the school year. Medication not picked up shall be discarded. No student is permitted to bring medication to school for self administration. This policy includes aspirin and other over the counter medicine, e.g., cough drops or lozenges.

**Communicable Diseases**- All communicable diseases (e.g. strep, chicken pox, pink eye, etc.) must be reported to the health office promptly upon diagnosis. If medication was prescribed by a doctor the child must be on the medication for a full 24 hours before returning to school, otherwise they are still contagious. To return to school after a fever, one must be fever free and off fever medication for a minimum of twenty-four hours.

**COVID** – If a child is suspected of having COVID or symptoms of COVID, the child must be taken to the pediatrician for examination, or if possible, an at-home test can be used. The child cannot return unless they are fever-free for 24 hours and symptoms are improving.

**Allergies**-If your child develops an allergy and/or is no longer allergic to something previously listed, please notify the nurse providing written documentation.

## **STUDENT ACCIDENT INSURANCE**

Included in your tuition fee is student accident insurance, which serves as a **second** carrier to your insurance.

## **LUNCH**

Lunch period 1 is from 11:50 to 12:20

Lunch period 2 is from 12:20 to 12:50

Students in K to 3<sup>rd</sup> Grade have recess first, lunch second; students in 4<sup>th</sup> -8<sup>th</sup> have lunch first, recess second. Recess and lunch are under the supervision of teachers and lunch parent volunteers.

## **LUNCH SALES**

An optional hot lunch program is available five days a week for an additional fee.

## **DISTRIBUTION OF INVITATIONS/GIFTS/BIRTHDAY/HOLIDAY CELEBRATIONS IN SCHOOL**

In an effort to be sensitive to all students, the distribution of invitations to personal celebrations, such as birthday parties, etc., is not permitted unless the total class (or all boys/all girls) is invited to your scheduled celebration. In-school celebrations for students' birthdays are limited to pupils in grades K-3 and cannot be a food item or candy. Individual gifts for any occasion cannot be exchanged among students in school. This is designed to respect students' feelings and parents' resources. **“Goody” bags OR TREATS OF ANY KIND should not be sent into school for distribution to the students.** It has created financial pressure and conflict, compromises the health concerns of students, which compromises students' safety. Through the class party fund collection, class parents arrange for special treats provided to the students for Halloween, Christmas, and end of year.

## **DRESS UP FOR BIRTHDAYS**

On the same day that a student's birthday is celebrated in school, he/she may wear “dress up” clothes in lieu of the uniform. **Boys:** Dress pants and shoes, neat shirts (ties optional), belt and shoes. No cargo pants, jeans, sweats, shorts, sneakers or t-shirts. **Girls:** Dress slacks/skirt/dress (no shorter than above the knee). Shoes or fully strapped sandals. No tank tops, sheer blouses, crop tops, jeans, shorts, sweats, yoga pants or leggings, sneakers or t-shirts. No flip-flops of any kind. **All dates** for birthday celebrations must be cleared **in writing** with the teacher in advance. Summer or weekend birthdays will be celebrated on a day previously agreed upon by the teacher and parent.

## **VISITORS**

Since it is important to know who is in the school at all times, **all visitors** must enter through the main entrance off the schoolyard. All visitors are asked to sign in and out at the desk in the main hall. **Visitors are not permitted to the classrooms. \*\*Parents are requested not to bring children's forgotten items to school, with the goal to enable children to become more responsible. Returning to school after dismissal is not permitted. For the purpose of insurance and liability, maintenance workers have been instructed not to admit anyone into the school building.**

## **PARENTAL ROLE**

The Catholic Church recognizes parents as the primary educators of their children. The Catholic School exists to assist parents in the Christian formation of their children. In this handbook, the term parent refers not only to a student's natural or adopted parent, but also to a student's nonparent legal guardian or to any person or agency authorized to act in place of parents. Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by supporting the school's mission and commitment to Christian principles; supporting the school's policies as outlined in the school handbook. **Parents are also expected to refrain from arguments, gossip, and other un-Christian behavior directed towards one another on school property as well as on social media.** If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior towards teachers or toward school, parish or diocesan staff, as well as to other school parents or families, the school may take corrective action. Such corrective action may include, at the discretion of the principal and pastor, restriction or termination of the parents' access to school or parish property or dismissal of the parent's child (children). The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

## **HANDBOOK POLICY/ AMENDMENTS**

The School retains the right to amend this handbook for just cause at any time. In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situation not specifically referenced in this manual. In addition, in view of the unique and essential Religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Rockville Centre or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission to effectively maintain the intimate working relationship of the school and the Community of Faith. This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from action in a subsequent situation of the same or similar kind. Parents and students are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed annually and must be signed and returned to school. Failure to have a signed form on file

will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

St. Rose of Lima School is operated in full accord with the teachings of the Roman Catholic Church (the “Church”), subject first and foremost and at all times to the Church’s moral, ethical, canonical and religious precepts as interpreted by the parish pastor, subject to the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the “Diocesan Bishop”) and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.

### **Diocese of Rockville Centre Policy on Transgenderism: Catholic School Guidelines for Gender Identity**

Rationale:

At the heart of a Catholic Education, a unique educational charism is the integral formation of the whole human person. The Church instructs us:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.<sup>1</sup>

Because a child’s formation includes the integrity of body, spirit, and moral development, Catholic schools have a proper concern for each student’s behavior and development in the complex area of human sexuality. The Catholic Church strongly holds that human bodies are gifts from God and temples of the Holy Spirit.<sup>2</sup> All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.”<sup>3</sup>

Any student who participates in any level of Catholic Education is expected to strive to live a life of virtue guided by the teachings of the Catholic Church in accord with God’s plan for us in all aspects of their lives as they prepare to receive the Sacraments. Our diocesan pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human life and dignity. Our

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<sup>1</sup> Libreria Editrice Vaticana, *Code of Canon Law*, §795.

<sup>2</sup> Cor. 6:19

<sup>3</sup> *Catechism of the Catholic Church*, §2337<sup>4</sup>

Ibid.

parish establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

As such, the proper understanding of human sexuality requires personal integrity and full integration of body and soul as created male and female by God. According to the Church, "the chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it."<sup>4</sup>

### 1. Guidelines

Behaviors that are contradictory to Catholic morality and the expectations of our faith formation program includes expressing a gender that is discordant with one's biological sex. Our school will interact with students, volunteers, staff, teachers, and administrators according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed within."<sup>4</sup> Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

Our school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society.<sup>5</sup> Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. Our school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community. All school administrators, staff, counselors, and volunteers will, as ministers of the Church, pastorally and appropriately represent the teachings of the Catholic Church in conformity with the Catechism of the Catholic Church and the Code of Canon Law as interpreted by the Diocesan Bishop.

### 2. A Pastoral Response

We encourage a pastoral approach that seeks to find a balance between recognizing the person and staying true to the mission of the Church. This calls us to learn how to communicate with parents, students, and the public in a way that is respectful while at the same time being clear about our teachings about human sexuality, creation, and the human person. Therefore:

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<sup>4</sup> Congregation for the Doctrine of Faith, *Letter to Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and the World*, §8.

<sup>5</sup> Pontifical Council for the Family, *Family, Marriage and 'De Facto' Unions*, 2000, §8.

- We acknowledge the need to address both the Church's embrace of those who struggle with gender dysphoria and same-sex attraction while at the same time articulating ever more clearly a Christian anthropology of the human person. Our program should be a place where people are "accompanied" in difficult situations while being led to live their lives in complete union with Christ.
- Our school has identified where reasonable accommodations can or should be made as well as where it cannot for non-conforming persons. These accommodations are as follows:
  - The school will assist in providing spiritual counseling and referrals to supportive professional counseling that is in conformity with Catholic anthropology and Church teaching to those who exhibit such behavior.
  - The school may accept a new name only if the individual's name is legally changed. However, the school will not refer to said individual by any pronoun that does not conform with his or her biological sex.
  - The school will not allow children to wear uniforms that do not conform to their biological sex, nor can one's personal appearance reflect the opposite sex.
  - Boys are not permitted to wear makeup, earrings, or nail polish, and boys' fingernails may not be longer than 1/4 inch from the end of the fingers.
  - Regarding events where students do not wear a uniform (field trips, school dances, dress-down days, etc.), the following attire guidelines should be followed:
    - Boys/Men:
      - Slacks, non-ripped jeans, and khaki shorts are appropriate bottoms for boys/men.
      - Button-down shirts (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for boys/men. In the colder weather, a fleece, quarter-zip, sweater, or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith.
      - Closed shoes, sneakers, or boots should be worn.
      - Hair is to be neatly kept, combed properly without covering the face and length should not touch the shirt collar.
    - Girls/Women:
      - Skirts, dresses, pants, non-ripped jeans, and appropriate shorts that end no higher than two inches above the knee are appropriate bottoms for girls/women.
      - Blouses (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for girls/women. In the colder weather, a fleece, quarter-zip, sweater, or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith. Shoulders should always be covered.
      - Closed shoes, sneakers, or boots should be worn.
      - Hairstyles are to be neat and appropriate. Hair may not be dyed any unnatural color.

- One earring may be worn in each earlobe. No earrings may be worn on the upper ear cartilage. No expander earrings are permitted. Earrings may not be larger than a quarter. No other facial jewelry is permitted.
- Make-up must be subtle.
- If possible, the school may allow the individual to use a private bathroom, such as a nurse's bathroom if necessary. However, said individual may not use a bathroom that does not conform with his or her biological sex.

### 3. Conclusion

Our school recognizes the inherent value and dignity of all members of the human family and value equal opportunity for all members of all races, cultures, and ethnicities.

While our school prohibits discrimination on the basis of race, color, national origin, sex, age, disability, or status as a veteran or disabled veteran, we reserve the rights and protections granted in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

## **ST. ROSE OF LIMA SCHOOL BOARD**

The purpose of the School Board is to develop, formulate, and recommend to the Pastor educational programs for St. Rose School. They are involved in such matters as formulation of grants, public relations safety, maintenance, and major fundraising activities. The Board promotes the implementation of these policies, once approved by the Pastor, and evaluates their effectiveness. The implementation of policy is the responsibility of the Pastor through the Principal. The Diocese of Rockville Centre designs the guidelines, which govern the Board. Meetings are held monthly, from September through June.

Lorraine Bulone

Kaylan Erikson

Vincent Nocella

Grace Prebreza

Erin D'Alessandro (Co-President)

Mr. Brian Jensen (Principal)

Maura Bruton

Brian Joyce

Laura Pokorny

Tricia English

Janine Ketterer

Michelle Pope

Kimberly Giuliano (Co-President)

Father Gerard Gentleman (Pastor)

## **SAINT ROSE OF LIMA HOME SCHOOL ASSOCIATION**

The Home School Association consists of parent members of our school who commit their efforts and interest to strengthening our school community and education process through fundraising, cultural, social and other enrichment activities for our students. All parents are welcomed to attend home school meetings. Refer to the Sunday email for specific dates.

## **OFFICERS**

Carolyn Renda (Co-President)

Melissa DeMicoli (Co-Vice President)

Linda Fitzpatrick (Secretary)

Katie Peveraro (Co-President)

Kelly Kramps (Co-Vice President)