

2024-2025

## Family Handbook



*Faith • Education • Service • Discipline*



**ST. ROCH CATHOLIC SCHOOL  
FAMILY HANDBOOK  
2024-2025**

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## **About the Handbook**

Dear St. Roch Families,

This handbook includes policies that ensure our school and classrooms are safe, joyful, productive centers of learning that allow your children to thrive. Our school leaders and teachers are your partners in the education of your students, and we need your help to make every day as constructive and beneficial as possible.

To accomplish this, St Roch requires the cooperation of everyone: students need to get to school on time every day with their homework completed, ready to learn and participate, and parents need to support their efforts to be the best students they can be.

Please read the handbook and use it as a reference throughout the year. If you have any questions about its contents, feel free to contact me. The format of this handbook mirrors St. Roch's mission to educate the whole person. It is organized into five sections titled: "Growing in Spirituality," "Growing Intellectually," "Growing Emotionally," "Growing Socially," and "Growing Physically," plus a section titled, "Nuts and Bolts/Miscellaneous." Each section will contain the guidelines and policies that will help us as a team to empower your children to become the wonderful people that God intended.

The handbook is a "living" document that needs to be reviewed and revised on an annual basis. It is not meant to address every possible scenario that might arise, and the principal maintains much latitude in determining how the intent of the school's policies should be applied to each incident with its unique circumstances -- always considering the appropriate Christian response for the sake of the individual and the school as a whole.

We thank you for entrusting your children with us. We pledge to do our best to work with you to instill Christian values in your children and to empower them with the best education possible.

Sincerely,

Mrs. Karin Hiatt  
Principal, St. Roch School

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## **I. Growing in Spirituality**

### **A. Mission Statements**

#### **I-A-1. St. Roch Parish Mission Statement**

We the members of St. Roch Parish as Catholics in the Archdiocese of Saint Louis in Communion with the Bishops of Rome, are called by our Lord Jesus Christ to be His Church and live His Gospel. With joy, we strive to fulfill our baptismal calling by prayer and worship, teaching and sharing our faith, serving others, and fostering unity in diversity. Guided by the Holy Spirit, we commit ourselves to the responsible stewardship of all God's gifts.

#### I-A-2 St. Roch School Mission Statement

St Roch is a diverse Catholic community dedicated to faith and education, investing in our future by inspiring excellence.

#### I-A-3 St. Roch School Core Values

Faith – Education – Service -- Discipline

### B. Sacraments and Spirituality

#### I-B-1 Weekly Liturgies

All students in grades kindergarten through eighth grades will celebrate mass on a weekly basis. All school masses are typically celebrated in the church at 8:30 AM on Friday morning. Each grade will alternate in preparing and leading the rest of the school in prayer. On the first Friday of every month that school is in session, mass will be moved to 11:30 AM. When a Holy Day of Obligation falls on a scheduled day of school, the students and parish will celebrate mass at 12:00 PM.

#### I-B-2 Daily Prayer and Religion Classes

The principal begins and ends each school day by leading the community in prayer. All students from pre-kindergarten through eighth grade pray together throughout the day. Beginning in pre-kindergarten, all students are taught religion using texts that have been approved by the Archdiocesan Education Office.

#### I-B-3 Sacrament of Reconciliation

Typically, children receive the Sacrament of Reconciliation for the first time in second grade. Catechesis regarding this sacrament will be given for students and parents. The celebration of First Reconciliation is usually held in November, shortly before Thanksgiving.



All students are given the opportunity for Reconciliation during school time. The cooperation of the parents is required to instill in the children a love of the sacraments and to reinforce the habit of frequent reception.

#### I-B-4 First Communion

The celebration of First Communion is normally at the Thanksgiving morning liturgy. Catechesis regarding this sacrament will be offered to parents and children. It is expected that parents will share in this preparation, both by instruction and example.

#### I-B-5 Confirmation

The sacrament of Confirmation will be administered every other year to children in grades seven and eight. Dates for parent/sponsor meetings, Rite of Enrollment Mass and sponsor and candidate activities will be announced. The date of Confirmation is determined by the Bishop, and parents will be notified in ample time to make the necessary arrangements. Confirmation will take place at St. Roch.

## II. Growing Intellectually

### A. Attendance Policy

In accordance with Archdiocesan Policy 4201:

***Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g. field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.***

***Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.***

### B. Books/Text Books

All textbooks and workbooks are furnished by the school. Lost or damaged books must be paid for by the family. Books range from \$7.00 to \$100.00. All students must have a book bag for the protection of books, however, the bag will remain in the homeroom during the day.

### C. Completion of the Program

*To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements, maintained a satisfactory attendance record, demonstrated satisfactory conduct and completed all financial obligations (Archdiocesan Policy 4502).*

According to the practices and procedures from the Catholic Education Office, the main focus for graduation is a “special liturgical celebration” at the completion of the school year. It calls for a simple celebration of the passing from the eighth grade to high school.

Other events and aspects of the celebration will be planned in light of the Archdiocesan policy and guidelines, the philosophy of the school, the significance of this event in the students’ overall education and the financial burden to school and families.

### D. Curriculum

St. Roch Catholic School provides a curriculum based on current and sound educational practices. The faculty recognizes the individual differences of the students and strives to

address these needs in the teaching and learning process. Curriculum guides for grades 1-8 are available in the school office.

#### E. Electronics Policy

One of the goals at St. Roch Catholic School is to provide an environment for our students that is safe and free from distraction. Limiting distractions helps to facilitate learning by allowing the students to focus on the tasks at hand. In keeping with this educational goal, St. Roch has adopted the following policy concerning the use and possession of personal portable electronic and communication devices:

The use or possession of personal portable electronic or communication devices by students on school grounds during the regular school day is prohibited. These devices include but are not limited to: cell phones, media players. Students in possession of any of these devices will be subject to the consequences described in the school disciplinary code. All cell phones are collected at the beginning of the day and sent to the principal's office for safekeeping. At the end of the day all phones (or other devices) are returned to the students.

Portable electronic devices used for presentation or educational purposes may be used by the student in a classroom setting on occasion, but only as directed by the teacher.

#### F. Extracurricular Activities

In accordance with Archdiocesan policy (5202.10):

***All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all time during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.***

Extracurricular activities are a privilege and will be offered based on student need and interest.

#### G. Field Trips

Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. Field trips are privileges and participation can be denied if the student fails to meet behavioral requirements.

The written consent of the parent/guardian must be obtained for every child participating in a field trip. Teachers will provide this form with appropriate event information. Permission received by phone, fax or e-mail will not be accepted in lieu of the original signed form.

#### H. Grading Scales

St. Roch Grading Scale for students enrolled in Kindergarten to Grade 8:

The grading scale is used to report both academic progress and conduct:

A+: 100-99	A: 98-94	A-:93
B+: 92-91	B: 90-86	B-:85
C+: 84- 83	C: 82-79	C-: 78
D+: 77-76	D: 75-71	D-: 70
F: 69-0		

#### I. Homework

The children ordinarily have homework. This may be written work or study. Our purpose in giving homework is to enhance what is taught during the day and to broaden the child's knowledge of the subject matter. It also gives the parents an idea of what the child is learning.

All students in grades 3 through 8 are expected to use an assignment notebook. It is an organizational and communication tool.

We trust the parents to see that the homework is done in an atmosphere conducive to study. Please do not ask that your child be excused from homework assignments.

#### J. Honor Roll Qualifications for Grades 4-8

In keeping with the St. Roch Mission, educating the whole child is essential to the child's spiritual, mental, and ethical development. Honor Roll Qualifications are based upon academics and conduct.

First Honors:

The student requires an "A" in all core subject areas and a B average in Art, Music, Computer, and P.E.

Second Honors:

The student requires a "B" or above in all core subject areas, and a B average in Art, Music, Computer, and P.E.

First Honors and Second Honors Conduct Grades require a "B" or above in all classes including Art, Music, Computer, and P.E.

#### K. Instructional Use of Copyrighted Materials

In accordance with Archdiocesan policy (5202.6):

***All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.***

***No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional purposes within the limits of the "fair use" limitations.***

#### L. St. Roch Library

Once a week students in pre-k to 4<sup>th</sup> grade will visit the library where they will be allowed to borrow a book. Overdue notices are usually sent out once a month. If a child has an overdue book, he/she will not be allowed to check out another book until the book is returned. The student is responsible for paying for lost books. Replacement cost of the book will be charged for all lost books.

#### M. Promotion to the Next Grade Level

Promotion to the next grade will be conditional upon a passing grade in all major subjects as indicated on the final report card. If, during the school year, a student has had excessive absences, summer school or a tutoring program may be required for promotion.

If any student has a failing grade in any major subject on the final report card, promotion will be conditional upon his/her attendance at summer classes or tutoring in that subject area. No student will be promoted if he/she has a failing grade in the final average in any two major subjects.

Promotion of the Primary grade children will be subject to the approval of the principal. Parent/guardian, teacher, and principal conferences will be held for students who have not mastered the skills necessary to move to the next grade level.

## N. Reports of Academic Progress

### II-N-1 Report Cards

1. Report cards are issued four times each school year.
  - a. Parent-Teacher conferences are held during late October or early November. Parents/guardians are required to attend.
  - b. All grades and report cards are posted on Teacher Ease. The dates for the end of each quarter are listed on the school calendar.
  - c. Parents are expected to view their children's grades often and are encouraged to request additional information and conferences with the teacher whenever necessary.

### II-N-2 Reporting Academic Difficulties

For students having academic difficulties, the following procedure must be followed:

- a. The teacher document students' deficiencies in tests scores, assignments, class participation, etc.
- b. The teacher must inform the administration, learning consultant, and homeroom teacher of students who are failing in a timely manner.
- c. The teacher will inform the parents/guardians of students who are failing no later than half way through the grading period. The teacher should then continue to communicate the student's progress or lack of progress with the parents.

### II-N-3 Reporting Subject Failures

Progress reports will be available on the fifth week of the quarter. Students who are failing in a particular subject will receive a progress note on week five of the grading quarter. However, if needed, teachers will use the option to communicate a student's failure in a particular subject area before this time period to the student or the parent. Parents are encouraged to check Teacher Ease to keep apprised of their child's grades.

#### II-N-4 Make Up of Subject Failures

Students are required to make up failures in all subjects necessary to achieve the successful completion of the minimum grade level requirements. The principal will direct how failed subjects are to be made up (e.g. in summer school or through other alternatives such as tutoring by approved qualified teachers). Great care should be taken in the approval of such options to ensure both the quality and the integrity of the subject area. St. Roch will consider the student's needs before recommending how the student should make up failure work.

#### II-N-5 Reporting for Students with Special Needs

The vast majority of students with special needs in Catholic elementary schools require only minor adjustments to meet their needs. The grades reported for these students on reports cards and cumulative records should not contain any special notations. A small number of students do require major adjustments to curriculum, assessment, and/or instruction. These are the only circumstances in which the grades recorded on the cumulative record or report card for a student with special needs should have special notations.

#### II-N-6 Withholding Report of Student Progress

St. Roch Catholic School will withhold report cards, transcripts and any other type of student record if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. All debts incurred during the school year should be rectified as soon as possible and paid in full by June 1<sup>st</sup>. The school office will not release any student records until the situation is resolved.

#### O. Tardy Policy

In accordance with Archdiocesan Policy (4202):

***A student is tardy who arrives after the time fixed by school policy for the start of the school day.***

Students are expected to arrive at a fixed time.

- A student who is not present in the homeroom at 8:10 a.m. is considered tardy. Grades may be affected by frequent tardiness.
- Any student who arrives after 8:10 a.m. must be accompanied by an adult to sign in the child.

- If a student accumulates 10 tardies in a quarter, a letter will be sent home to be signed and returned for documentation.
- If 15 tardies are accumulated in a quarter, a conference will be held with the principal, teacher, parent and student. A plan of action will be established to decrease further tardies.
- Parents should try to arrange for dental and doctor appointments on free days or during holiday vacations when possible. Children who must be excused for medical reasons during school hours should have a written notice stating the reason for the early dismissal, the time and length of the visit.
- Due to federal and state education laws, excessive absences and tardies may be reported to the Division of Family Services as educational neglect.

#### P. Technology Policy

In regard to the usage of Telecommunications (Internet) the school will provide access in a classroom environment during normal school hours. The telecommunication access is a revocable privilege which has been provided for conducting research and communication with others, and the users should uphold Catholic moral principles regarding any communication.

The following general rules are guidelines dictated by privacy, respect, and responsibility, and are not meant to be an all-inclusive listing. They are to be followed to prevent the loss of network privileges at St. Roch Catholic School. Parents and students will be asked to sign an acceptable use agreement before access to the Internet will be allowed.

1. The computer will not be used to harm other people or their work.
2. The computer or network is not to be damaged in any way.
3. The installing or downloading of illegal software, shareware, or freeware is prohibited.
4. Copyright laws and licensing agreements will not be violated.
5. Resources such as space on the hard drive or printing capacity will not be wasted.
6. Use of the Internet will be in accord with Christian moral principles and the intent of our school's educational program. Offensive materials will not be viewed or displayed.
7. A teacher or supervisor will be notified immediately, if, by accident, materials are encountered which are inappropriate or make the student feel uncomfortable.



This will protect students against a claim that they have intentionally violated access rules. Parents should instruct students if there is additional material they think would be inappropriate for them to access. St. Roch fully expects that students will follow the instructions in this manner.

8. Students will be held accountable for their actions and will lose privileges if the rules for acceptable use are broken.

Individual users, including faculty and staff, are responsible for their behavior while online. It is presumed that users will comply with school standards, Internet provider standards, and will honor the agreements they have signed. Violations will result in a loss of Internet access, the length of time to be determined by the principal, followed by a principal, teacher, parent, and student conference, if necessary. Students will also be subject to the school discipline code.

#### Q. Testing Program

The complete testing program for an elementary school child in the Archdiocese of St. Louis consists of the following:

The ITBS (Iowa Test of Basic Skills) is given in the fall of the year.

#### R. Truancy

In accordance with Archdiocesan policy (4201.1):

***A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.***

Truancy is considered a serious offense. Consequences will include, but are not limited to, conferences with parents/guardians and probationary status. Repeated trancies could result in dismissal.

### III. Growing Emotionally

#### A. Care Teams

The CARE teams are groups of teachers who meet formally with the Learning Consultant, the school counselor and principal on a regular basis to discuss students who are at risk. St. Roch Catholic School has two CARE teams. These teams are divided into the primary and middle school levels so that strategies and insights may be shared to help the student. The meetings may result in scheduling conferences with parents, recommending testing or monitoring the situation. The CARE teams' goal is to build on the strengths of the child and address the areas of concern so that he/she may be a productive student.

#### B. School Counselor

In order to serve our students, families, and faculty, St. Roch contracts the services of a part-time counselor at school. The counselor this year will be on site Thursday. A permission form must be completed and on file for a student to see a counselor. No emails accepted. If a parent would like to speak with the counselor, please inform the principal prior to Thursday in order to arrange the schedule with the counselor.

### IV. Growing Socially

#### A. Birthday Recognition

Students in grades Kindergarten to 8<sup>th</sup> grade do not have the option to bring a birthday snack to school. Students may dress out of uniform on the day of their actual birthday. For summer birthdays, students may dress out of uniform on their half birthday. Please see the "Out-of-Uniform" dress code.

Students' birthdays are recognized each morning during announcements.

#### B. Class Parties

Classroom parties are planned by the room parents and approved by the child's homeroom teacher. If need be, the administration will give final approval of class parties. The classroom parties are designed to celebrate feast days and

special occasions not normal to the school day's routine. The focus should be on the celebration, not the food item.

Recommendations for Class Parties:

- Provide only one food item per celebration.
- Child servings and recommended food snacks.
- Avoid high sugar, high fat party food
- Use favors, stickers, play a game, do a craft item, play kickball, or have a special person read a story.
- Provide healthy drinks such as low-fat milk, 100 % juice, or a bottle of water.— absolutely no soda.

### C. Discipline Policy

A discipline program shall be established which will encourage personal responsibility for individual student behavior. The program will be in keeping with a Catholic Christian environment. It should identify acceptable behavior and define a system of consequences for both acceptable and unacceptable behavior. The set of rules shall be applied consistently. Communication should be maintained between school and home as established by the administration.

Our discipline system is based on four basic principles. These principles are to provide opportunities for students to:

- a. Develop healthy self-concepts
- b. Build relationships
- c. Learn self-control
- d. Learn how to think through problems and learn from their mistakes

The faculty developed their behavior plans using these principles. Students will be recognized for appropriate behaviors. Individual classroom rewards will also be given. Each class's discipline plan will be based on positive reinforcement Teachers will share these plans at Open House meetings.

## **RESPONSIBILITY AND VIRTUE CARDS:**

In order to administer the Discipline Policy, St. Roch will adopt a Responsibility/Virtue Card System for grades 5-8. The students in grades 5-8 will be issued Responsibility and Virtue Cards.

- Responsibility/Virtue cards will be given to the students at the start of the school year.
- Virtue Cards are to recognize virtuous behavior which exemplify our Christian and Catholic values. Once a Virtue Card has been filled, students will bring their Virtue Cards to the principal during an appropriate time before, after, or during the school day. Students who turn in a filled Virtue Card will have their names printed in the school newsletter and will participate in a reward that month.
- When a Responsibility Card is marked by a staff member, the staff member will mark the card accordingly and contact the parents by phone or email to notify them of why the Responsibility Card was marked.
- The student is responsible for having the cards on his/her person for each class throughout the day. At any point, if a student cannot produce his/her card, the student will need to go to the office for a replacement card. Two lost cards in a year will result in a detention.
- An accumulation of four infractions will result in a detention. Students will be given a new Responsibility Card after serving a detention. Each quarter the student will receive a new Responsibility Card. Infractions from the previous quarter will not carry over.

If a detention is earned, the homeroom teacher will notify the parents regarding the detention via email and/or telephone. A copy of the Responsibility Card and detention information will be sent home with the student within 24 hours of the earned detention. If three detentions are earned in a year, a conference will be held with the teachers, parents, and principal. Additional detentions will not be taken lightly, including possible disciplinary action up to and including suspension, at the discretion of the administrator. Any detention earned on Monday-Friday will be served the following Tuesday from 3:15-4:15 PM. If detention is not served on the assigned day, a second detention will be issued.

The school administration will review this policy at the beginning and midpoints of each calendar year and may make adjustments depending on its effectiveness (what is working and what is not).

#### IV-C-1 Serious Disciplinary Consequences

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school and leads to more serious disciplinary consequences. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable, or
3. Pushes beyond the limits of respect in speech or actions.

The following conduct may also lead to serious disciplinary consequences:

1. an individual infraction of a major school rule;
2. disrespect of authority;
3. repeated truancy;
4. repeated infractions of school rules;
5. disruption of the learning environment;
6. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
7. harassment, threats, or physical acts against others;
8. out of school conduct which seriously detracts from the reputation of the school.

The student will be brought to the principal's office and a four step Discipline Cycle will be set into motion at the discretion of the principal.

##### Step One

The student will be removed from the class and brought to the office. The teacher observing the behavior will contact the parents to inform them of the behavior and that their child has been removed from class.

##### Step Two

If a second violation occurs, step one will be repeated and a conference will be held with the teacher observing the behavior, homeroom teacher, principal, parents and student. A contract will be drawn up outlining the conditions for the child to remain in school. Violation of the contract will result in an in-school suspension.

##### Step Three

Violation for the third time will result in a call to the parents with an automatic out of school suspension. Length of suspension will be determined by the pastor and principal.

#### Step Four

A fourth violation will result in an automatic termination of education at St. Roch Catholic School.

#### IV-C-2 Probation

In accordance with Archdiocesan policy 4302.2:

***Probation is the continued enrollment of a student, but with specified conditions.***

Probation may be used for, but is not limited, to the following:

1. Multiple infractions of school rules;
2. An individual infraction of a major school rule;
3. A single suspension for an infraction of a major school rule;
4. Multiple suspensions for infractions of school rules.
5. Grade 1-8 students who transfer from another school.

If a student is placed on probation, the parents/guardians and student should be informed in writing. This communication should indicate: the reason for the probation; the period of time of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended. A copy of the statement will be kept by the principal at school and a copy will be given to the family.

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. During the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

#### IV-C-3 Withdrawal for Cause

In accordance with Archdiocesan policy 4302.3:

***Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.***

Serious infractions result in withdrawal from St. Roch Catholic School. Archdiocesan procedures for withdrawal will be followed. Examples of some serious behaviors include but are not limited to the following:

1. engaging in public behavior or taking a public position contrary to Church teachings;

2. membership in organizations which espouse positions contrary to Christian values;
3. serious violations of the Archdiocesan Violence Policy;
4. possession of weapon;
5. assault, with or without a weapon;
6. possession or distribution of controlled substances;
7. serious acts of harassment;
8. inappropriate conduct;

When considering withdrawal for cause, the following procedure will be followed:

1. The student will be placed on indefinite out-of-school suspension and the parent/guardian and student are notified that withdrawal for cause is being considered.
2. The principal will consult with staff members, students, or others to obtain information about the student's behavior leading to consideration of withdrawal for cause.
3. The principal will also consult with the appropriate member of the Catholic Education office staff to review the situation before a decision is made.
4. The principal will recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior and in the best interest of the school community.
5. A conference will be held with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause.
6. Following the conference, a decision will be reached by the pastor and communicated to the parents in writing. The Catholic Education Office will be informed of the decision.
7. "Withdrawal for Cause" will be recorded on the student's cumulative record along with the date of the action. No other comment or information about the action will be included in the student's cumulative record.

Any object brought to school that presents a potential danger to the safety of the students, faculty and/or staff will be confiscated, reported to the proper authorities and handled in accordance with the Archdiocesan policy.

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

#### IV-C-4 Specific Archdiocesan Conduct Policies

***St. Roch Catholic School shall provide a safe learning environment for all members of the school community. The climate of St. Roch Catholic School shall reflect Gospel values***

***including an emphasis on the dignity of all persons which is necessary for respect, and the interdependence of all persons which is the foundation of justice.***

**a. Dress and Grooming (4303.6)**

***Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.***

These guidelines will be in effect at any time when students are representing the school.

**b. Drug, Alcohol & Substance Use and Abuse (4303.2)**

***The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.***

***Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.***

St. Roch Catholic School will not tolerate drug, alcohol or substance abuse. Therefore, any student found in possession of alcohol or drug products or paraphernalia will be subject to discipline according to the St. Roch Catholic School Discipline Policy. St. Roch Catholic School will also provide a counseling referral in conjunction with a readmission plan.

St. Roch Catholic School will continue to provide education on the dangers of drugs and alcohol.

**c. Harassment (4303.7)**

***Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in***



***keeping with the Gospel message of Jesus Christ and the standards of its programs.***

***Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.***

***Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.***

***If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.***

**d. Search and Seizure (4303.5)**

***School officials with sufficient reasons to do so may search a student's locker or desk.***

Desks, lockers, etc. are school property provided to students for their use and are subject to search by school officials at principal's discretion.

With good reason, the principal could request that a student empty the contents of pockets, purse, back pack, etc. If the student refuses, disciplinary action such as suspension could be taken, based on that refusal.

**e. Social Activities (4303.8)**

***Social activities sponsored by a school should be consistent with Christian values and Catholic teaching.***

Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. The school has a right to discipline a student whose out of school conduct brings scandal to the school and church community or which seriously detracts from the reputation of the school. Guidelines established in the Discipline Policy will be followed.

**f. Tobacco (4303.1)**

***As educational institutions dedicated to the promotion of the growth and wellbeing of every aspect of a student's life, schools should prohibit tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves smoke free environments.***

St. Roch Catholic School is a smoke free environment and therefore will not tolerate any tobacco products on campus. Any student found in possession of tobacco products will be disciplined according to the St. Roch Catholic School Discipline Policy.

**g. *Violence and the Threat of Violence (4303.3)***

***Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.***

St. Roch Catholic School has implemented the use of security cameras in an effort to be proactive in the prevention of violence. In addition, ongoing staff education on the warning signs for potential violence has been established.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians are encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly

#### D. Extended Care

The St. Roch Extended Care Program provides a safe and fun afterschool program for students enrolled in St. Roch Preschool to Grade 8. The program aims to provide a safe and caring environment for both structured and unstructured play.

Students will not be permitted to use the program if either they or their parents do not adhere to the guidelines of the program. Students will be supervised by adult personnel who have been screened by the St. Roch administration and the Prevent and Protect Program of the St. Louis Archdiocese.

The Extended Care Program will provide a snack and a variety of activities such as homework time, storybook time, game boards, and playtime. Families will be charged on an as used basis for morning care and afternoon care.

##### IV-D-1 Extended Care Staff

The extended care program is staffed by adult professionals under the direction of the Extended Care Director who reports directly to the school principal.

Shaun O'Leary – Extended Care Director – [shauno@strochschool.org](mailto:shauno@strochschool.org)

Amy Long – Extended Care Supervisor – [amyl@strochschool.org](mailto:amyl@strochschool.org)

##### IV-D-2 Extended Care Fees

###### Morning Care:

7:30 to 7:50 -- \$3.00

7:50 to 8:00 – No Charge

###### Afternoon Care:

3:25 to 3:40 -- \$3.00 (Regardless of snack)

3:25 to 4:30 -- \$5.00 (Regardless of snack)

3:25 to 5:30 -- \$8.00 (Regardless of snack)

NO AFTERCARE ON FRIDAYS

Free childcare will be provided to parents for both before and after school conferences with teachers.

Monthly extended care charges will be included in your monthly statements.

#### IV-D-3 Extended Care Program

##### a. Morning Care

- Parents of pre-k through 1<sup>st</sup> graders must walk their children in and sign them in.
- Students are not to be dropped off at school prior to 7:30. If student arrives early the parent or guardian must stay with them until morning care begins at 7:30.

##### b. After Care

- All children must be picked up by 5:30 PM (5:00 on early dismissal days) Exceptions will not be made. Parents who violate this curfew will be assessed a \$10.00 late fee for the first minutes or any portion thereof, and an additional \$10.00 for each half-hour thereafter. If the child has not been picked up within an hour after close the authorities will be notified.
- Parents/legal guardians are not to remove their children from the school campus without notifying the staff and signing the child out. Once the child is signed out, he or she may not return to the Extended Day Care Program.
- The staff will not permit a student to leave the campus in taxis or city buses unless prior notification has been made to the school office in writing, and given to the Aftercare Staff.
- Parents/legal guardians are not to send persons whose names are not on the emergency form to pick up their child. The child will not be released to the adult. The parent will be called for clarification. Anyone listed on the emergency form, not familiar to staff should be prepared to show picture ID.
- Parents/legal guardians are to send a written note to the school office if there is a change in how the child is to be picked up. The school office will notify the aftercare staff of changes.
- Parents/legal guardians are to make an effort to pick up their child on time from extracurricular activities. Children not picked up on time will go directly to the aftercare program, and the parent/legal guardian will be charged for use of the Extended Care Program.

- No child is permitted on school campus before or after school unless under the direct supervision of a parent, staff member, coach, or the Extended Day Care Program staff member.
- Parent/legal guardian may give Extended Day Care staff members the authority to sign their children in or out when necessary. For example: A parent may keep their child in the program until a sport practice starts in the gym. The staff member will sign the student out when the coach arrives for practice.
- Extended day care personnel are not responsible for the supervision of students who are participating in the practices for the St. Roch sports programs. If the coach of your team has not yet arrived, you are to remain with your child until the coach arrives.
- Students are not allowed to use cell phones in aftercare for calling, texting parents, or playing games. If the child uses the phone, the phone will be collected and given to the parent at sign out time.
- On the first Friday of every month when the school dismisses at 12:30, the aftercare program will close at 5:00 PM.
- After Care Discipline Code:
  - The St. Roch Extended Day Care Program is a service provided by the school. The program is designed to complement the school's mission. The staff works together to help each child grow in self-respect and self-discipline while maintaining a culture of respect, understanding, and fairness. The conduct code observed by the staff and the students during the school day will be expected during the Extended Day Care Program. Refer to the St. Roch Parent/Student Handbook for the complete discipline code.

#### E. Internet and Electronic Communications

In accordance with Archdiocesan policy (4303.4):

***A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.***

***This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which:***

***(1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.***

F. Maintaining School Privacy

St. Roch Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent (s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing videos to YouTube or similar applications.

G. Non-School Parties

Parties held at school are arranged with the consent of the principal. Invitations to parties held outside of school should be sent through the mail or distributed outside of school.

H. Volunteering at St. Roch

St. Roch is a very tight-knit community. The people of St. Roch come together to help make St. Roch the wonderful place we enjoy. In doing so, they work together to support St. Roch in many ways and enjoy community together. It is an expectation that when you register your children for St. Roch that you commit

yourself to working in a minimum of three volunteer activities per year. We believe that you will find the experience very rewarding.

1. In order to volunteer in the school or for other activities involving the children, the Archdiocese of St. Louis has mandated the following requirements:

- a. Volunteers must complete an online Safe Environment User Registration. Directions can be obtained through the school office.
- b. Volunteers must submit information online to undergo a complete background check.
- c. Volunteers must complete the online Mandated Reporter training, the online Code of Conduct training and sign the online Code of Conduct.
- d. Volunteers must also take a mandatory three-hour adult program "Protecting God's Children". Participants register on-line and may take the course at any Catholic parish. Proof must be furnished to the school office that a volunteer has completed this requirement.
- e. Any volunteer who does not go through the background check, attend the "Protecting God's Children" workshop, complete the online Mandated Reporter training, Code of Conduct training, and sign the Code of Conduct, will not be allowed to volunteer his or her time at the school.
- f. Volunteers must sign in at the school office and receive a badge before going into classrooms, playground, cafeteria, etc.

2. St. Roch Catholic School has many volunteer opportunities available. Some volunteer opportunities would be working at either the Roctoberfest or school picnic, cafeteria duty, playground duty, room parents, any type of parish or school committee, scouts, etc.

## V. Growing Physically

### A. Health Issues

#### V-A-1 Absences

##### a) *Attendance Policy:*

In accordance with Archdiocesan Policy 4201:

***Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g. field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.***

***Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.***

##### b) *Absentee Policy*

Students are expected to attend all classes on days scheduled by the elementary school. When a student reaches five absences in one quarter, a letter will be sent notifying parents that any future absences will be considered excessive. The letter must be signed and returned. Any future absences due to illness will require a doctor's note. A note is also required from a doctor if a child is absent for five consecutive days or more due to illness. The principal will use her/his discretion in individual cases. If excessive absences continue, a conference with the parent or guardian and the student will be held to establish conditions under which the student may remain in school and be successful.

##### c) *Procedure if Your Child is to be absent*

If your child is absent, please call or email the school secretary before 9:00 a.m. at the numbers listed in front of this handbook. If



you neglect to do this, the office will contact the parents at home or at work to find the reason for the absence.

If a student will be out of school for any other reason than illness, a note to that effect should be sent as far in advance as possible to the homeroom teacher and to the school office.

A student who needs hospitalization or who, because of illness, is obliged to remain at home for an extended period of time, is eligible for private tutoring services by a qualified teacher. Should the need arise, contact the Learning Consultant for further details and the proper referral.

By law, too frequent or unexplained absences must be reported to the St Louis Juvenile Department and appropriate action will be taken by that agency.

d) *Procedure if Your Child gets Sick at School*

If a child becomes ill during the school day, the procedures will be as follows:

- The teacher will send the child to the school office.
- If the illness is serious enough to warrant parental attention, the school office will contact a parent. Please be aware that it is important to keep emergency phone numbers current. If emergency contacts cannot be reached, we will call 911.
- Parents will indicate if the student is to be picked up from the office and the person who will be responsible. The child will be signed out before leaving.
- Under no circumstance is a child to go home without reporting first to the school secretary. Parent permission is also required.
- Children must stay home or will be sent home if their temperature rises to 100.4F or above or who have vomited or experienced diarrhea. A feverish child is not only considered contagious, but they are also not feeling well enough to learn or participate. Keep them home until they have been fever free for 24 hours without

medication and are feeling good. The same is true for children who are experiencing vomiting or diarrhea.

#### V-A- 2 Communicable Disease

In accordance with Archdiocesan policy (4401.5):

***Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.***

#### V-A-3 Health Records

In accordance with the recommendation of the St. Louis County Medical Society, students should have a complete physical examination upon entrance to kindergarten, third grade, sixth grade and ninth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. Forms are available in the school office. These forms are to be completed and returned as soon as possible.

For all students entering or attending public, private, or parochial schools, the state of Missouri requires all students to have minimum immunizations against rubella, measles, whooping cough, polio, hepatitis, and diphtheria. In addition, children entering the first grade must have had the varicella vaccination (chicken pox) or proof of disease. Admission to school will be refused to any child not having the required immunizations.

#### V-A-4 First Aid

For minor injuries that may occur on the school grounds, the school is equipped with adequate first aid supplies to care for the children. If the injuries are serious, the parents will be called for further instruction. Fresh bandages must be applied at home before returning to school.

#### V-A-5 Lunch

A healthy lunch should include food rich in fiber, vitamins, and minerals. The goal is to pack food items that will be eaten by the child and not thrown away. Parents should encourage their child to bring leftovers home so that the parent can do a food check. We have no daily hot lunch program. Students are to bring their own lunches. We do have an optional, catered lunch once a week. Information on this program is sent home for the first semester through Teacher

Ease and in the backpack during the school year. In the mailing is a sample of the menus for the projected period and an order form that is to be returned to the provider. At no time should a parent drop off or have fast food delivered for a student's lunch. Not only is this not healthy for the student, but it creates turmoil among the students who are eating healthy lunches while other students are not. No Soda is allowed.

*a. Milk Program*

We have an optional Milk/Juice program. The students purchase "usage" cards that are stamped when they want the milk or juice for the day. The choices are 1 % white milk, 1% chocolate milk or juice.

*b. Recess Snack*

Students in grades Kindergarten to fourth grade may bring recess snacks. Students in fifth to eighth grade have snack between 9:30 A.M. and 10:30 A.M. Recess snacks should include food rich in fiber, vitamins, and minerals. The snack should be age appropriate food portion that will not be a substitute for the child's lunch. The goal is to pack food items that will be eaten by the child and not thrown away by the child. Parents should encourage their child to bring leftovers home so that the parent can do a food check.

### V-A-6 Medications

The Archdiocesan policy that must be followed regarding administration of medication at school is as follows (4401.4):

***Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:***

- 1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);***
- 2. written consent of the parent/guardian for school personnel to administer the medication;***
- 3. the medication in the original container;***

**4. proper training of personnel on medication administration.**

***All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.***

Non-prescription medications will not be administered by the school unless there is a physician's order and a medication consent form filled out and signed by the parent. These forms are found in the school office.

**V-A-7 Outdoor Play**

Children should be encouraged to play outdoors when the weather permits. Fresh air and exercise are essential to maintain good health. If you wish to have your child remain inside for one day, due to health reasons, kindly send a note to the teacher, stating why the child may not play outdoors. A note from the doctor is required if a child must be kept indoors for more than one day. Children should not bring toys, balls, or any electronic equipment to school.

**V-A-8 Physical Education**

Each grade will receive designated periods of physical education weekly. These classes are assigned for particular days of the week and will remain consistent throughout the school year.

If your child must be excused from P.E. for a valid reason, it is necessary that a note be sent to the school secretary. The excuse will be forwarded to the P.E. instructor by the school secretary.

Students without the proper footwear may not participate in gym class. Athletic shoes are required.

**V-A-9 Students with Significant Medical Issues**

In accordance with Archdiocesan policy (4401.6):

***A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for***

***an emergency response which may be necessary in order to provide the student with a healthy and safe environment.***

B. Safety Issues

V-B-1 Bicycles and Skateboards

Bicycles are to be parked in the racks at all times. They are not to be ridden on sidewalks or on the school grounds. All bicycles should be locked. The school will not be responsible for any damage or theft. All children must wear safety helmets.

Skateboarding, rollerblading, as well as Heelys or roller shoes are not permitted in any building or on parish grounds.

V-B-2 Inclement Weather

It may be necessary to cancel school because of inclement weather. You will receive an email through Teacher Ease. ***IT IS IMPERATIVE to keep your family's information updated so you can be contacted in a timely manner.*** The announcement will be on television, -- KMOV and KSDK. Our school will be announced as St. Roch School. You may also check our website.

If inclement weather occurs during the day, we will not dismiss early. If any parents feel they need to come for their children early, that request will be respected. We are aware of and share your concern for your children.

V-B-3 Mandatory Reporters

All school personnel are mandated reporters. If they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected, they are required to report it to the Division of Family Services. Archdiocesan procedures will be followed.

V-B-4 Questioning of Students

In accordance with Archdiocesan policy (4402.2):

***Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.***

## V-B-5 Transportation of Students

Whenever possible, schools should use bus transportation by an insured carrier for off-campus school-sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity or the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria are recommended:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle must have a valid registration and meet state safety requirements;
3. The vehicle must be insured for a minimum limits of \$100,000 per person and \$300,000 for occurrence;
4. Drivers must be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system; and
6. Adults are not permitted to smoke in the vehicle.

Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age, and who weigh at least 40 pounds, but less than 80 pounds, and are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds, or children taller than four feet nine inches, must be secured by vehicle safety belt or booster seat appropriate for the child

Emergency contact information, medications and instructions for administering the medications will accompany the teachers on the field trips.

Field trips are limited to chaperones and St. Roch Catholic School students only.

## C. Safety Procedures

St. Roch Catholic School has safety procedures to address emergency situations such as fires, tornadoes, earthquakes, serious accidents or injury, intruder, student possession of a weapon, bomb threat, hostage situation, missing student, parking lot safety or other general emergencies. The following steps have been taken to prepare for such emergencies: classroom emergency preparedness kits, staff ID badges, security cameras at all entrances and limited access to the parking lot.

### V-C-1 Building Safety

During the school day, all doors are locked. Parents and other visitors are asked to enter the school at the door outside the main office. . After admittance, guests should sign-in at the school office and receive a visitor's badge.

### V-C-2 Drop Off and Pick Up

Parents must enter schoolyard gates from Pershing Ave. If you are dropping off children and not getting out of the car, stay in the far right two lanes located on the east side of the schoolyard. Drivers proceed cautiously out of the schoolyard through the Rosedale gate. All cars must exit the schoolyard through the Rosedale gate.

**Remember:** There are others behind you that are also dropping their children off. Please be considerate and proceed out of the schoolyard. If you need to stop for any reason, please park your car by the fence located on the west side of the schoolyard (Rosedale side). For parents who wish to walk their students in, please park your car by the fence located on the west side of the schoolyard (Rosedale Ave).

**No student is to be dropped off in the front of school buildings.** Parents are not allowed to double-park on Rosedale, Waterman, and Pershing, in order to drop off or pick up students. No car is to make a U-turn in front of the school buildings during arrival and dismissal times. Students are not to jaywalk across Waterman. There are crossing guards on duty to assist with students crossing Rosedale and Waterman.

### V-C-3 Fire and Severe Weather

Throughout the year, students are instructed in emergency procedures for fire and severe weather. In the event that it becomes necessary to cancel school or

evacuate the school, parents will be emailed using Teacher Ease. Information will also be provided on KMOV, KSDK, and KMOX.

#### V-C-4 Evacuation Plan

In the event of an emergency where the school building may become unsafe, it may become necessary to move the students away from the school.

Communications may become difficult in an emergency, therefore primary and secondary evacuation sites have been established. If it becomes necessary to move the students away from the school, staff members will escort them to the church. If the situation warrants dismissal as in a natural disaster, etc., parents can contact their children at the church building.

If, because of the situation, the church is not suitable at the time to hold the students, a secondary site has been established.

#### V-C-5 Local/National Disaster Communication Plan

If there is a local/national disaster that occurs, the administrative staff of the school will gather as much information as possible from television and radio newscasts. The students will be addressed as groups, in a central location: i.e. the cafeteria/gym. The students will meet in the following groups: Pre-k-K, 1-2, 3-4, and 5-8. The administrative staff will be the ones responsible for informing the students of what is happening, and will do so in a manner and at a level appropriate for that group of students.

The students will **not** view/listen to news updates or reports of the events that are taking place. This will be to ensure that the students will not be overwhelmed by what is happening and will allow our school families to monitor what their children are watching and listening to.

If needed, teachers will cover each other's classrooms, so that if the teachers need to contact family, or have time to themselves, they will be allowed to do so.

The Board of Education and Administrative Staff of St. Roch Catholic School request that in the event of a local/national disaster that families refrain from calling the school office. This is so that phone lines may be kept open, and also so the administrative and support staff can function in as an uninterrupted way as possible.

In case of an emergency, if you feel the need to take your child home, please come to the school office. Students may only go home with their parent/guardian. If a student is to go home with someone other than his or her parent/guardian, the



parent must call the school office to place such a request. Parents **must** come to the school office to sign out their child.

#### V-C-6 Media and School (4402.3)

***Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.***

#### D. Wellness Program

The Wellness Committee has established the following policies aimed at achieving the nutrition, physical activity and nutrition/physical education goals of the Wellness Program in the schools of the Archdiocese.

*It is the policy of the Archdiocese that students in grades Kindergarten through 12 be provided:*

- *Access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and the nutrition requirements of the U.S. Dietary Guidelines for Americans.*
- *A clean, safe, and pleasant environment and will be an adequate amount of time to eat.*
- *Opportunities, support, and encouragement to be physically active on a regular basis while in the school setting.*
- *Health and nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. In addition, schools will be encouraged to establish linkages between health education and school meal programs, and with community related services.*

## VI. Nuts and Bolts (Miscellaneous)

### A. Administration Organization and Personnel

**PASTOR:** The Pastor is the spiritual leader and chief administrator of the parish. It is his duty to see that the teachings of the Church are clearly and accurately presented. Therefore, the Pastor is primarily responsible for making certain the catechetical goals and priorities of the Elementary School are identified, articulated, and met.

**PRINCIPAL:** The Principal is the director of the school. The Principal works closely with the Pastor and Faculty to achieve a climate and implement programs that foster Christian growth within the total school community. All teachers and staff of the school, pre-school program, and extended care program report directly to the principal. The Principal is responsible to the Pastor.

**SCHOOL BOARD:** The School Board acts in an advisory capacity to the Pastor in making policy for the Parish School. School Board meetings are announced in the School Calendar and in the Newsletter. Parents are encouraged to attend "Open Meetings." Open meetings will be advertised in the school newsletter, email, and parish bulletin.

**LEARNING CONSULTANT:** The learning consultant's role is to ensure that the needs of all students are met. Often times this is done through working with children on a one to one basis. Sometimes she works within the classroom setting to help the teachers differentiate their instruction to meet the needs of all students. In order for the student to work with the learning consultant individually on a regular basis that student must have a current educational evaluation on file.

**SCHOOL COUNSELOR:** In order to serve our students, families, and faculty, St. Roch contracts the services of a part-time counselor at school. The counselor this year will be a half day Tuesday and full day Thursday. A permission form for a student to see a counselor must be completed and on file. No emails accepted. If a parent would like to speak with the counselor, please inform the principal prior to Tuesday in order to arrange the schedule with the counselor.

### B. Admissions

#### VI-B-1 Nondiscrimination Policy

***In accordance with archdiocesan policy 4101, St. Roch Catholic School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at St. Roch. The school shall not discriminate on a basis of race, color, national or ethnic origin in admission***

***policies, scholarships and loan programs, and athletic and other school-administered programs.***

#### VI-B-2 Requirements for Admission

Admission to a Catholic elementary school at any point of entry is contingent upon:

1. The family's desire for a special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this type of school includes:
  - a. participation in the spiritual and social life of the parish or religious congregation;
  - b. support of the concepts upheld in the Witness Statement;
  - c. agreement to follow the policies and procedures of the school;
  - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. The child's fulfillment of the age requirements listed below:
  - a. for admission to kindergarten, the child should be five years of age before August 1;
  - b. for admission to first grade, the child should be six years of age before August 1.
  - c. for admission to Pre-kindergarten, the child should be three years of age before August 1.
  - d. for admission to Junior Kindergarten, the child should be four years of age before August 1.

Children who fulfill the age requirement for kindergarten or grade one but whom after sufficient examination are found lacking in maturity or readiness for kindergarten and primary one, need not be admitted. In these cases the principal will recommend readiness activities or some program for the further development of the child.

3. The school's ability to meet the student's educational needs. Determination of this ability is based upon:
  - a. the student's performance in another educational setting;
  - b. successful completion of the previous grade level;
  - c. successful completion of the entrance evaluation process.

The decision to admit a child should be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any. Parents will be required to sign the "exchange of information" form to enable the school to obtain all necessary information from professionals or agencies that have made diagnoses and prescribed adjustments for students who have a known special need. If parents will not provide complete information and/or will not cooperate in ensuring that professionals who provide diagnostic, prescriptive, or therapeutic services to their child, the school may need to postpone any further consideration of admission.

4. The parent's willingness to accept the financial responsibilities of attending the school.

#### VI-B-3 Annual Enrollment Procedures

1. Current Family Reenrollment

Re-enrollment packets will be sent home at the end of January along with the tuition scale which is determined by the Finance Committee. The re-enrollment fee includes classroom/office supplies, books and teacher supplies, technology, field trips, and before/after care registration.

2. New Family Application -A new family is one who does not currently have children attending St. Roch Catholic School.

- a. To enter kindergarten, the child must be five years of age before August 1<sup>st</sup>.
- b. A copy of the child's birth certificate is required. If Catholic and the child was not baptized at St. Roch Church, copy of the baptismal certificate is required as well.
- c. A readiness screening may be given. Acceptance and placement of the child will be determined by the results of this screening and the judgment of the school administration. In cases where acceptance is questionable, parents may be invited to a conference to discuss the child's placement. Tutoring during the summer may also be required.
- d. For new students entering grades 1-8, a copy of the report card, and baptismal/birth certificate must be presented at the time of enrollment.

- e. In cases where the parents of the student(s) are divorced, a copy of the portion of the divorce decree which verifies custody arrangements must be provided.

### 3. New Student Probation Period

Any student new to our school will be on probation for the first quarter. If any academic or disciplinary issues arise during that time, a conference will be held with the student, parents/guardians, teacher and principal to determine the conditions for the student's continued enrollment at St. Roch.

#### VI-B-4 Students with Special Needs

In accordance with Archdiocesan policy (5204):

*Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.*

*Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of the disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.*

*If a student is unable to successfully progress in a regular school curriculum by reason of physical, emotional, behavioral, or learning disabilities, a conference will be held with the parents to explore educational resources which might better meet the child's individual needs.*

Occasionally, doctors, counselors or service plans may suggest the use of comfort balls, widgets, putty, etc. for special needs students. These items are only permitted for use by these students with a doctor's or counselor's written note.

#### V-B-5 Special Needs Records

In accordance with Archdiocesan policy (5204.1):

***Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.***

#### C. Board of Education

The purpose of the Board of Education is to advise the Pastor of St. Roch in making policies for the School.

The following are functions of the Board:

- a. Establishing the philosophy and goals for the educational programs;
- b. Interpreting and applying the policies of the Archdiocese;
- c. Formulating additional policies which may be necessary;
- d. Evaluating the implementation of policies;
- e. Approving the budget to be recommended to the Finance Committee and/or the Pastor of the Parish;
- f. Recommending to the Pastor the employment of the Principal;
- g. Long-range planning and community relations.

The Board of Education consists of 6-9 elected members plus the Pastor and the Principal of the school. Meetings are held quarterly. Notice of meetings is listed in the school newsletter and Parish bulletin.

#### D. Communications

The process for communicating questions about your child's progress, a school policy or concerns is as follows:

1. Go to the teacher. If the problem is not addressed satisfactorily, then,
2. Go to the principal. If after these steps, concerns are not resolved, then,
3. Consult with the pastor.

Teachers will provide other contact information at Open House.

The principal may also be contacted by phone and notes. Responses will be given as soon as possible.

Contact with students is made through the school office for emergencies only. Forgotten items should be brought to the office for delivery to the classrooms. Interrupting classes during the day is disruptive to the learning environment.

School phones are not for students' personal use. Students will be given messages ONLY IN EMERGENCIES. Please make after school arrangements prior to dropping off your child in the morning.

Newsletters will be sent out approximately every ten days electronically. Pertinent calendar and activity information is included in this newsletter

#### E. Daily Arrivals/Dismissals

The school building will be opened each morning by 7:30AM for those wishing to avail themselves for morning care in the cafeteria where a \$3 fee will be charged. No child should arrive before 7:30. Students arriving after 7:50 but before the classrooms open at 8:00 must join the others in the cafeteria, but no charge will incur. Children arriving after 8:00 will go directly to the classroom. All children must be in the classroom by 8:10.

Classes are dismissed at the end of the day at 3:15 p.m. Students are expected to leave immediately after school unless they are detained for a specific activity.

Students waiting for a ride must stay with their teacher until they are picked up. No student should be waiting for a ride in front of school, church, or any other area that is not supervised by a teacher.

Teacher supervision ends at 3:25 p.m. Students not picked up by 3:25 p.m. will then be sent to After Care to wait for pickup. Charges for After Care will be assessed.

If an emergency occurs and the child will not be picked up on time, the office should be contacted by 2:30pm. Children should know whom to call if their regular ride is detained. LATE PICKUPS should be very rare occurrences.

#### F. Faculty Meetings

A faculty meeting is held every month. Classes will be dismissed at 12:30 p.m. to provide adequate time for Professional Development activities, in-depth work on curriculum and other issues. After care will be provided but will close on those days at 5:00 PM. Please check the calendar for dates.

#### G. Lost and Found Articles

Articles that have been found anywhere on the premises will be kept in the "Lost and Found" area located in the cafeteria. Please be sure to mark all school clothing and materials with the child's name. Items left unclaimed at the end of the year will be donated to charity.

## H. Non-Custodial Parent

St. Roch Catholic School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child in the absence of a court order to the contrary. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student information will only be released to authorized persons with written permission from the custodial parent.

## I. Student Records

### a. Access to Student Records by Parents

In accordance with Archdiocesan policy (4601.2):

***Parents/guardians have the right to inspect and review the official active file of their children.***

Parents/guardians should call the school office to set up a time to review these records.

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is a shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has



restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

b. Retaining Records

When a student transfers from one school to another, whether Catholic, public, or other private school, the original records will be retained in an inactive file, and only copies of records will be sent to the new school

c. Transfer of Records

*i. Transfer to a Catholic School in the Archdiocese*

If the student is transferring to another Catholic school within the Archdiocese, copies of the following information will be provided: the student's academic record; standardized test scores; attendance; results of special needs evaluations and recommended adjustments for the school setting; and immunization record, vision and hearing screening, physical and special health care need information.

*ii. Transfer to a Public, Private or Out-of-State School*

If the student is transferring to a Catholic school outside of the Archdiocese, or to a public or other private school, only copies of the following information will be provided: the student's academic record, standardized test scores, attendance, immunization record, and vision and hearing screening. No information provided by a third party, such as a private counselor, physician, special education agency, and the like, is to be sent. Parents should request the third party to provide this information directly to the new school.

*iii. Transfer of Discipline Information*

Discipline information is not part of a student's permanent record file, and as such, is not included when the release of information is authorized. Discipline information will only be provided if the parents of a current or former student who is under the age of 18 sign the *Authorization for Release of Student Discipline Information*.

*iv. Withholding Report of Student Progress*

St. Roch School will withhold report cards, transcripts and any other type of student record if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. All debts incurred during the school year should be rectified as soon as possible and paid in full by June 1<sup>st</sup>. The school office will not release any student records until the situation is resolved.

J. Tuition

## St Roch 2024/2025 Tuition Schedule Grades K through 8



<u># of Students in Family Attending St. Roch K-8</u>	<u>Annual</u>	<u>Monthly 9 Month Payments</u>
1	\$ 7,075	\$ 786
2	\$12,350	\$1,372
3	\$17,025	\$1,892
4	\$19,275	\$2,142

- \*\$400 Curriculum/Activity/Text/Aftercare Fee (Must be Paid at the Time of Registration)

# St Roch 2024/2025 Tuition Schedule

## Pre-Kindergarten (3 yr olds) & Junior Kindergarten (4 yr olds)

<u>Half Day Option</u>	<u>Time</u>	<u>Monthly Rate</u> <u>9 Month</u>	<u>Yearly Total</u>	<u>Day</u>
<b>Monday-Friday</b>	8:00 to 11:15	\$456	\$4,100	
<b>Two Days</b>	8:00 to 11:15	\$183	\$1,640	M T W TH F
<b>Three Days</b>	8:00 to 11:15	\$274	\$2,460	M T W TH F
<b>Four Days</b>	8:00 to 11:15	\$365	\$3,280	M T W TH F

<u>Full Day Option</u>	<u>Time</u>	<u>Monthly Rate</u> <u>9 Month</u>	<u>Yearly Total</u>	<u>Day</u>
<b>Monday-Friday</b>	8:00 to 3:15	\$834	\$7,500	
<b>Two Days</b>	8:00 to 3:15	\$334	\$3,000	M T W TH F
<b>Three Days</b>	8:00 to 3:15	\$500	\$4,500	M T W TH F
<b>Four Days</b>	8:00 to 3:15	\$667	\$6,000	M T W TH F

\*\$300 Curriculum/Activity/Text/Aftercare Fee (Must be Paid at the Time of Registration)

### K. Uniform and Dress Code

Uniforms are required for all students K-8 of St. Roch Catholic School. Full uniforms are to be worn from the first day of school until the end of the school year. Parents are asked to cooperate by seeing that your children always wear the uniform as outlined in the regulation dress code. This is important to the overall discipline and spirit of our school.

Uniforms may be purchased at:  
 Just Me Apparel  
 232 Old Sulphur Spring Road  
 Manchester, MO 63021  
 636-391-3551

Uniform exchange: information about uniform exchange available in August.

### **T-Shirt/Underwear/Makeup/Jewelry/Spirit Shop Sweatshirts:**

If students wear an undershirt, the shirt must be a plain white T-shirt with no design and the sleeves cannot extend beyond the sleeves of the uniform shirt/blouse.

No makeup, nail polish or hair dyes may be worn. Minimal jewelry may be worn: No more than two bracelets (one on each wrist or two on one wrist); one necklace/chain is allowed; no more than two rings (one on each hand or two on one hand); girls may only wear post earrings; boys may not wear earrings. The Spirit Shop Sweatshirts may only be worn on special occasions as designated by the administrator. They are not part of the regular or gym or school uniform.

#### **a. Boys Uniform Kindergarten through Eighth Grade**

1. Shirt: Plain White or Hunter Green short/long sleeve knit shirt. Students' shirttails are to be tucked in for the warm weather uniform and the regular uniform.
2. Pants/Shorts: Navy Blue pants or walking shorts that are loose fitting around the legs and no shorter than two (2) inches above the knees.
3. Socks: White, blue, or black socks. No-show socks are not permitted.
4. Shoes: Athletic shoes are to be worn throughout the day. All students are to wear a simple style athletic shoe; no other style shoe is acceptable. No flashy style shoes, such as light-up, wheeled or speaker, etc. Shoes may also have Velcro straps. Athletic shoes are to be non-marking and non-skid soles.
5. Belts: Boys in fourth to eighth grade are required to wear a belt with their pants or shorts.
6. Only St. Roch School sweatshirts or navy blue cardigan sweaters may be worn

#### **b. Girls Uniform Kindergarten through Fourth Grade**

1. Jumper: St. Roch plaid jumper purchased through Just Me Apparel.
2. As part of the warm weather uniform girls may substitute skirts with navy blue walking shorts that are loose fitting around the legs and no shorter than two (2) inches about the knees.
3. Blouse: White "Peter Pan" collar or white or hunter green polo shirt that is a long or short sleeve.
4. Socks: White, blue, or black socks. No-show socks are not permitted.

5. Shoes: Athletic Shoes are to be worn throughout the day. All students are to wear a simple style athletic shoe; no other style shoe is acceptable. No flashy style shoes, such as light-up, wheeled or speaker, etc. Shoes may also have Velcro straps. Athletic shoes are to be non-marking and non-skid soles.
6. Leggings/sweatpants: Plain solid color black, navy, or white tights. Plain solid color navy, black, or white leggings that cover the entire leg and ankle. Green sweat pants may also be worn under the uniform skirt or jumper.
7. Only St. Roch School sweatshirts or navy blue cardigan sweaters may be worn.

c. Girls Uniform Fifth Grade through Eighth Grade

1. Skirt: St. Roch plaid skirt purchased through Just Me Apparel.
2. As part of the warm weather uniform girls may substitute skirts with navy blue walking shorts that are loose fitting around the legs and no shorter than two (2) inches about the knees.
3. Blouse: Oxford cloth shirt or white or hunter green knit shirt/long or short sleeve shirt.
4. Socks: White, blue, or black socks. No-show socks are not permitted.
5. Shoes: Athletic Shoes are to be worn throughout the day. All students are to wear a simple style athletic shoe; no other style shoe is acceptable. No flashy style shoes, such as light-up, wheeled or speaker, etc. Shoes may also have Velcro straps. Athletic shoes are to be non-marking and non-skid soles.
6. Leggings/sweatpants: Plain solid color navy, black, or white tights. Plain solid color navy, black, or white leggings that cover the entire leg and ankle. Green sweat pants may also be worn under the uniform skirt or jumper.
7. Only St. Roch School sweatshirts or navy blue cardigan sweaters may be worn.

d. Consequences for Failure to be in Uniform

Any student not in uniform on a regular uniform day is subject to receiving an out of uniform slip that must be signed by a parent and returned to the student's teacher. After the third infraction the student will miss some recess. The amount of recess missed is dependent on the child's age and will be stated in each teacher's or grade level's disciplinary plan. Grades 5-8 will receive a mark on their responsibility card.

e. P.E. Uniform Grades Kindergarten through Eighth

The uniform of St. Roch consists of a St. Roch t-shirt, St. Roch shorts, St. Roch uniform sweatshirts, and St. Roch sweatpants. Parents are to purchase the P.E. uniform through the school. Parents will receive notice when to purchase these items. The St. Roch sweatshirts, green or grey quarter-zip, and St. Roch

sweatpants are the only sweats allowed in the classroom. Only the green school sweatshirt or grey quarter-zip sweatshirt may be worn with the sweatpants.

f. Dress Down Day Code

The following is our Dress Down Day policy:

*“Dress Down Day refers to clothing only – all other policies for dress, such as shoes, socks, jewelry, hair, nail polish and make-up remain part of the dress code. Clothing will be neat and appropriate for a Catholic school setting.*

- *Shorts must come within 2 inches above the knee. Long pants, capris, sweat pants, or jeans with no holes – all pants must be worn at the waist (No lounge/sleep pants and no words on the seat of the pants.)*
- *Shirts or blouses or t-shirts completely covering the shoulder (not sleeveless) or midriff (inappropriate words are not acceptable)*
- *Skirts or dresses may be worn with the hem at the knee*
- *If yoga pants or leggings are worn, a top must be worn with it that extends within two inches of the knee.*

#### L. Disclaimer

**\*NOTE:**

- This Student/Parent Handbook contains established policies and procedures for the current school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

## M. Appendix

### 1. Internet & Electronic Device Acceptable Use Policy

## Internet & Electronic Device Acceptable Use Policy

St. Roch Catholic School offers student access to the Internet for educational purposes. Proper use of the Internet, Electronic Mail (e-mail), and Electronic Devices enables students to explore thousands of libraries and databases and to exchange messages with Internet users throughout the world. St. Roch School understands that technology provides educational tools that are good, but they must be used properly by each user.

Students should make every effort to use technology in a responsible and positive manner; however students may find ways to access material that is inappropriate. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

We caution parents because some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Our intent is to make Internet access available to further our educational goals and objectives, and we will utilize filtering systems to screen potentially offensive material. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

This Acceptable Use Policy includes parents and students so that both may realize and understand what we are offering to the students. Below you will find a glossary of some of the terms used in describing this resource:

- **Electronic Mail (e-mail)** - a textual message sent by a user at one computer to a user at another computer.
- **Social Media** - websites and applications that enable users to create and share content or to participate in social networking.
- **Computer Network** - a group of computers that are connected with each other and are able to exchange information and share resources such as printer and storage devices.
- **Electronic Device** – Computers, iPads, Chromebooks, and robotics hardware
- **Internet** - the name for a group of worldwide information resources
- **Cyberbullying**- using the Internet, e-mails or social network pages to harass or insult another person
- **Plagiarism** - the practice of taking someone else's work or ideas and passing them off as one's own.

Within reason, freedom of speech and access to information is honored. During school, teachers guide students toward appropriate materials and monitor their messages. Outside of school, families bear the same responsibility for guiding their children with the use of television, telephones, movies, radio, and other potentially offensive media.



As part of this policy, the following are not permitted and are considered infractions of a serious nature:

- Sending, displaying or willfully obtaining offensive messages, videos or pictures
- Using obscene language
- Accessing and/or transmitting pornography
- Harassing, insulting or attacking others (cyberbullying)
- Damaging computers, computer networks, and any other classroom technology
- Violating copyright laws
- Plagiarizing
- Visiting unauthorized social media accounts with school technology
- Playing unauthorized games
- Streaming unauthorized music
- Using another person's password
- Trespassing into another's account, folders, work, or files
- Trashing or changing another's work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Installing software for personal use
- Introducing or intentionally spreading viruses
- Downloading large files without permission
- Intentionally changing any pre-established settings on any school device

Students are expected to be sure that electronic devices are securely returned to the appropriate carts or other storage locations and are set to recharge.

Students must refrain from eating or drinking near technology and should do their best to keep the technology clean and safe from harm.

**Violations may result in a loss of access as well as other disciplinary or legal action.**  
(Archdiocesan Policy 4302)

## 2. Self-Administered Inhaler User Form

### **Self-Administered Inhaler Users:**

- a. If a child must carry an inhaler with him/her, a parental consent form, a physician's order, a Student Asthma Action Card/Emergency Plan and an Inhaler Procedures form must be completed and on file in the school office.
- b. Written orders from the physician should include the following information:
  - Name of the student
  - Name of medication
  - Dosage
  - Time interval the medication is to be given
  - Duration of treatment
  - Diagnosis or reason for medication

- Drug allergies of the student
- c. The medication must be in a properly labeled container.
- d. The school will not be responsible for the administration of the medication.
- e. The student must restrict the availability of the medication to other students. The school nurse, principal, and teacher have the right to confiscate the medication if they question the student's use of it. The parent and/or physician should be notified if the medication is confiscated.
- f.. The forms listed above are to be resubmitted at the beginning of each academic year.
- g. Forms can be obtained from the school office.

### 3. Authorization for Medication Administration in School

- a. If a child must be given medication at school, both prescribed and over-the-counter, an
- b. Authorization for Medication Administration in School form must be completed by the physician and a parent.
- c. Written orders from the physician must include the following information:
  - Name of student, date of birth, and grade
  - Name of medication
  - Dosage
  - Route
  - Time interval the medication is to be given
  - Diagnosis or reason for medication
  - Possible medication side effects
  - Any possible restrictions
  - Any action plans or procedures for administering the medication
- d. Prescription medication must be in the original prescribed container from the pharmacy, and over-the-counter medication must be in its original container.
- e. The medication must be current and not expire during the school year.
- f. The forms listed above are to be resubmitted at the beginning of each academic year.
- g. Forms can be obtained from the school office.