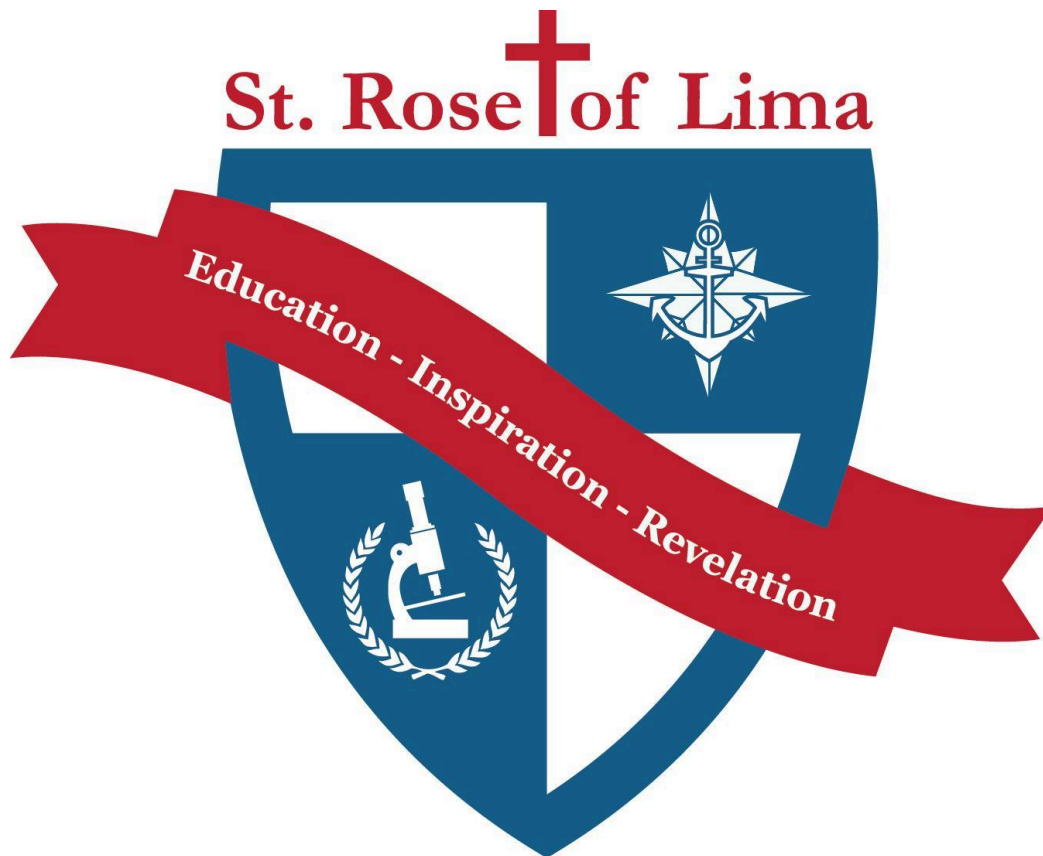


St. Rose of Lima Catholic Elementary School 2024-2025



Student & Parent Handbook

St. Rose of Lima Catholic Elementary School
1004 Second Avenue South
Denison, Iowa 51442
www.stroselimacatholic.org

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Mission Statement

St. Rose of Lima Catholic School inspires the faith of its students through education and the revelation of God's Word, strengthening the foundation of Catholicism and creating stewards for the world. (Revised 2016)

Vision

Students of St. Rose of Lima School will attain spiritual, academic and social life long skills through a variety of learning experiences and educational activities. Students attending St. Rose School are a blend of different races, religions and cultures. Each has individual and unique characteristics. By portraying a positive attitude of love and service through their words and actions, the students will be able to accept others for who they are.... unique special individuals because each person has value to God.

At St. Rose of Lima School, children will be accepted at their developmental level and helped to grow and achieve success. Our Catholic values, based on the teachings of Christ, will be taught and nurtured to enhance our school community. Because students are unique individuals, a variety of teaching and learning methods will be used. Learning takes place both in and out of the classroom, as well as from other students.

Long-Range Goals

St. Rose of Lima student learning goals are expectations for all of its students. St. Rose students will be able to do the following:

- Live their faith in the community at all times.
- Recognize, understand, and accept different cultures in our community and the world.
- Build and strengthen depth of content knowledge.
- Instill the intrinsic motivation and growth mindset that leads to a desire to learn and succeed.
- Apply 21st-century academic strategies: collaboration, communication, critical thinking, creativity.
- Recognize and use technology to problem solve and advance learning.

Long Range Goal 1: To increase student competence in reading by analyzing student-driven data and differentiating.

Long Range Goal 2: To increase student competence in mathematics by implementing tiered instruction (MTSS).

Long Range Goal 3: To increase student competence in science by fostering innovation and creativity through STEM and hands-on curricular units.

Long Range Goal 4: To increase student recognition of their gifts and talents in order to respond to their vocation and build on their Catholic foundation to live as image bearers of Christ.

St. Rose of Lima Faculty and Staff

Father Michael Cronin	Pastor
Mrs. Angie Stangl	Principal
Mrs. Lisa Reisz	Secretary
Mrs. Angie Dahm	Classroom Associate/Marketing Director
Miss. Daniela Oropeza	Preschool Teacher - 3 year old, Associate & Translator
Miss. Maria Barrena	Preschool Teacher - 3 year old
Mrs. Wendie Cadwell	Preschool - 4 year old
Mrs. Gladis Aviles	Preschool Associate - 4 year old
Mrs. Katie Blair	Kindergarten
Mrs. Trisha Boettger	1st Grade
Mrs. Jean Fletcher	2nd Grade
Mrs. Kelsey Harris	3rd Grade
Ms. Megan Gleaves	4 th Grade
Miss. Bailey Schechinger	5 th Grade
Mrs. Mackenzie Martens	Title I Teacher
Mrs. Tracey Schechinger	Physical Education
Mrs. Kathy Halbur	Music
Mrs. Jean Ferneding	Art
Miss Stephanie Patino	Kindergarten Associate
Mrs. Dawn Ruskell	Head Cook/Director of Hot Lunch
Ms. Lisa Grill	Lunch Associate
Mrs. Jane Carstensen	Parish Bookkeeper

Equal Opportunity

The educational system of the Diocese of Sioux City/St. Rose of Lima School is an equal opportunity educational institution. It does not discriminate on the basis of race, color, ethnic origin, handicapping conditions, or gender in its educational programs, activities, evaluations, and employment practices.

Multi-Cultural Assurances

No person at St. Rose of Lima School shall on the grounds of race, color, age, gender, national origin or handicap, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school.

Student Attendance

Classes begin promptly at 8:20 A.M. and dismissal is at 3:20 P.M.

Students are expected to be at school each day the school is in session. Any student arriving after 8:20 A.M. will be considered tardy. Parents are requested to call the school (263-5408) by 8:20 A.M. if the child will be absent that day. The secretary calls parents of unexcused students by 8:45 A.M. to determine the reason for the absence. Parents are also to call the school when dismissal plans change.

All tardies and absences are recorded in the office. If there are ongoing attendance issues, the following guidelines have been established:

TARDIES (8:21AM) – If a child has 5 tardies during any one quarter, a letter of concern will be sent home. If a child has 10 tardies, a meeting between the parents and administration will occur to determine a plan of action.

ABSENCES – If a child has 7 absences during any one semester, a letter of concern will

be sent to parents. After 10 absences, a meeting between parents and administration will occur to determine the causes of absences from school and develop an individual plan to improve attendance. If attendance does not improve, after 15 absences, agencies including, but not limited to, the following may be contacted: Department of Health & Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

If a student is truant, time must be made up as determined by the principal and teacher working in conjunction with the parents.

Written authorization from a parent or guardian and the verbal approval of the principal is required by students for leaving the school premises during the school day. No child is released unless the staff knows the reason for the release and the person to whom the child is released. Please have the student bring the parent note to the office after the teacher has seen it. A student may wait in the school office for parents to arrive. Parents should go to the school office to pick the student up.

Parents or guardians are notified when illness is detected and are encouraged to come for the child or make other arrangements as soon as possible.

If a child is well enough to come to school he/she is well enough to participate in the daily program, including recess. Exceptions are made in certain cases where the family physician requests that a child be excused from outdoor activity. Fresh air and a chance to run off excess energy are a must for elementary children. We do not go outside if the temperature or wind chill is below 0 degrees Fahrenheit.

Accidents/Emergencies

Parents/guardians are asked to leave home and work phone numbers with the school as well as another emergency number which could be used in case of an accident or emergency. **Should these numbers change during the year, we ask you to keep us informed.**

Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into the Kindergarten class.

St. Rose of Lima School will accept students of any faith practices. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the school day, and in all required classes, even those of a religious nature.

Arrivals and Dismissals

School starts promptly at 8:20 A.M. and is dismissed at 3:20 P.M.

The school building is open to students at 7:30 A.M. As students arrive in the morning, they are to go to the Parish Center or playground, weather pending. This is recreation time for the students and a preparation time for the teachers. Parents will also be notified if a child is going to stay after school for any reason.

School Cancellation and Early Dismissal

When school is canceled or has a late start time because of bad weather, the announcement will be made over the Radio Station KDSN (1530AM and FM 104.9). When they announce that Denison Community School has been canceled for the day, this also means St. Rose of Lima School. Please refrain from calling the school or the radio station, as this ties up the telephone lines and this can be very crucial in times of bad weather. Parents can also sign up for the emergency alert system. This information is available in the school office.

Emergency rural bus routes have been established and will be used during the school year when necessary.

Health Services

Whenever a child is ill, he/she should be kept at home for his/her own well-being and for that of the other class members. Since a sick child would never be sent home alone, it is **imperative that we have the name and telephone number of an alternative person in case the parent/guardian cannot be reached** in time of need.

A health department permit to re-enter school may be required for a child who has been absent because of a communicable disease. An immunization card is completed upon enrollment and is to be kept updated.

Students must be healthy to attend after school sponsored activities. If your child is sent home from school, or is absent because of illness- they will not be allowed to participate in after school sponsored activities for that day.

Communicable Diseases

Our Diocesan and Local Board of Education has adopted a policy regarding Communicable Diseases, including AIDS (Acquired Immune Deficiency Syndrome). The Bishop addressed the Rationale for this policy, in light of our Catholic Faith. "...We must ask how we deal with the sickness once it is present, which means how do we care for the person(s). We must be concerned about the person who suffers and those who significantly interact with that person." To view this policy, please contact the office.

Medications

The State Department of Health in Iowa has requested that all schools follow the Code of Iowa, Chapter 204, regarding the administering of medications to students during the school day. We will follow this procedure:

1.) No medication is to be given or permitted to be taken during the school day **unless** there is a permission form signed by the Parent/guardian. These forms are available in the school office. This form would need to be returned to the school on the **first** day that the medicine is to be taken during the school hours. The definition of "medicine" includes **BOTH** those that are prescribed by doctors and those that are purchased over-the-counter, such as antacids, aspirin, Tylenol, cough medicines, cough drops and the like.

2.) Only those school employees who have been authorized to dispense these medications will be allowed to do so.

3.) The medication container must include the following information: Name of medication, dosage, time to be given, name of doctor, name of pupil, and route of administering... such as by mouth, etc. **We cannot administer medicine that comes in an envelope or a container other than that from a pharmacist. It needs to be in the correct container with the above information.**

4.) The students are responsible for asking for the medications at the proper time. All medicine will be kept in a locked container in the office. **No medicine is to be kept in the classroom by the teacher or the students unless specific arrangements are made with the parents and office personnel (e.g., an inhaler for an asthmatic child).**

Students must be non-medicated fever free for 24 hours before returning to school after an illness.

Birthday Treats

Students are invited to bring birthday treats to share with their classmates. In order to avoid hurt feelings, if your child is going to have a party please mail the invitations rather than hand them out at school. See Appendix A for a list of healthy snacks that could be used. No peanuts allowed. Please ask your child's teacher if there is a gluten allergy.

Discipline

Discipline has the two-fold purpose of providing for the common good and the individual good. Discipline helps all students as it contributes to a climate for learning and living. It helps each student as it provides an environment and guidance in which to grow in becoming a self-disciplined responsible thinking person.

In accord with the dignity of the child as a child of God, teachers seek to attain a good balance of structure and freedom with choices and natural consequences. It is the teacher's responsibility and challenge to guide students to make responsible choices.

Teachers are encouraged to use positive approaches such as praise, encouragement, individual help, conferences, daily goal setting, and student ownership of the problem, etc. to motivate students.

Punishment or corrective measures must always be carried out in charity in keeping with the seriousness of the child's misbehavior. At no time is corporal punishment used.

PBIS - Positive Behavior Intervention and Supports

Vision

St. Rose of Lima's PBIS vision is to create and maintain a safe, effective, and faith-based learning environment by establishing behavioral supports and social cultural needs for all students in our school to achieve social, emotional, and academic success.

Motto

R.O.S.E - **R**espect **O**thers, your**S**elf, and your **E**nvironment

Behavior voice level expectations are taught, practiced, and posted in all areas in and around the school. Student incentives are built into the classroom and school-wide system to encourage positive behavior

Second Step Our Second Step Social-Emotional Learning (SEL) program and our Anti-Bullying Prevention program give students the tools to excel in and out of the classroom.

Money at School

In the interest of helping children learn the value of money and eliminating temptation regarding the possession of others' property, we discourage children from bringing money to school unless it is for a specific school related purposes such as milk, lunch etc.

We would appreciate the necessary money to be sent to school in an envelope labeled with the child's name and what it is to be used for.

Student Dress

Please see Appendix B for Dress Code

It will be necessary for the children to wear boots for recess when there is snow on the ground in the area they choose to play in. When the black-top is cleared (snow removed) the children who choose not to wear boots may play on the black-top. There are consequences for choosing to go into the snow without boots on. Please have your child bring something to cover their ears and mittens or gloves to wear while outside for recess. Snow pants AND boots are required if they are planning on playing in the deep snow.

Recess

Please make sure your child is dressed properly for the weather... coats/jackets, boots, hats, gloves etc. When school starts late, there will be no AM recess. When there is a known early dismissal, there will be no afternoon recess. In case of inclement weather, students will have recess indoors. The administrative/office staff makes the decision of whether the students go outside. The following criteria is used in the decision to keep students indoors:

1. Rain or lightning.
2. Wind-chill temperature is below 0 degrees.
3. Blowing snow/fog limits visibility of the entire play area.

Cold Weather Guidelines

Feels Like 0 degrees - Indoor recess

Feels like 0-50 degrees - Coats needed

Feels like 50-60 degrees - Long sleeves, jackets, sweatshirts, sweaters

Feels like 60+ degrees - No coats needed

Playground Rules

1. Respect the personal space of each other.
2. Shoes must be worn/on at all times.
3. Use the playground equipment in the correct and responsible manner.
 - A. SLIDE
Climb up the ladder (not up the slide), sit down on top of the slide.
Show care for others by checking that the bottom of the slide is clear.
One person at a time slides down, feet first and sitting up.
 - B. TEETER TOTTER
Sit on the ends only. Do not lay or stand on it.
Always sit facing each other, do not sit backwards.
 - C. SWINGS
One person per swing

- No pairs, leg locks, twists or jumping.
- No pushing
- D. MERRY-GO-ROUND
 - It must be stopped to get on or off (no jumping on or off)
 - Sit on base, not on the bars.
 - There is a limit of 10 students on it at one time
- E. CLIMBING EQUIPMENT
 - Use both hands and stay well behind the person in front of you.
 - When climbing down, watch for those climbing up.
 - The pole is for sliding only.
- F. JUMP ROPES
 - Use for jumping only
- 4. **The only equipment/toys used at recess will be provided by the school.**
- 5. Morning recess will be limited to the AstroTurf area. Lunch and afternoon recesses will include the blacktop area between the school and parish center.

Playground Procedures

1. One or more adults supervise at each recess. If a student needs to report a problem or concern, he or she should go directly to the nearest adult on duty.
2. Specific Classes will be named “cone supervisors”.
3. First Whistle- Students “freeze”
4. Second Whistle- Students walk quietly to line up at the door by class.

Field Trips

Field trips serve the instructional program by utilizing those resources of the community which cannot be brought into the classroom. Field trips enrich classroom learning. Teachers planning such field trips will obtain written permission from parents/guardians for their children to participate. Children need the written permission from parents in order to be able to participate.

School Supplies

School supply lists will be available on the school website or in local stores over the summer and before the start of school in the fall.

Toys & Play Items

Students who bring toys, play items and electronic devices are required to keep those items in their backpacks and store them in their locker /coat room during the school day at all times. Toys, play items and electronic devices that are brought out during the school day will be taken and kept in the office, and in most cases returned at the end of the day. The school is not responsible for broken or lost personal property.

Gum Chewing

Gum chewing is not allowed in school at any time.

Homework

Homework is a tool that may be used to incorporate the affective domain and teach students the importance of practice, review, and application. Unfinished assignments that are brought home

should be familiar enough to be accomplished independently without parental assistance. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. To help us facilitate this, **Please** label all items that come to school. A box of lost and found articles is kept in the office if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

Hot Lunch Program

St. Rose of Lima School serves excellent hot lunches each day in our school cafeteria in the Parish Center. School lunch accounts can be paid anytime by stopping in the school office. Money can be sent to school in a sealed envelope marked with the student's name and given to the child's teacher. Parents or guests are welcome to join their student for lunch, but please do not overuse this privilege. We require that you notify the school no later than 9:30 a.m. the day you plan to eat.

Adult meals need to be paid for ahead of time in the school office before lunch. Exact amount is preferred, change will not be made.

If your child's lunch account balance reaches zero, a note is given to them to take home. No child will be refused lunch without notification. A phone call may be made to parents to inform them that their student's lunch account balance is zero.

Free and reduced lunches are available for those who qualify. Application forms may be obtained before school starts in the fall, or throughout the year if your income changes. They must be completed and returned to school. Upon receiving the application form, it will be reviewed by the Principal and the Director of Hot Lunch and those who qualify will be notified immediately. If you should have a change in your income during the year, please notify the office immediately.

Breakfast Program

School breakfast is available to all students from 7:30-8:10AM. Parents must give written permission for students to eat breakfast.

Lunch & Breakfast Rules

1. Be responsible for your safety and the safety of others by walking in the lunchroom.
2. Show respect to the cooks and servers by using "Please" and "Thank You"
3. Be fair to those around you by using your "conversation voice" when talking to your classmates seated at the table with you.
4. The food on your tray is for you to eat. After tasting it, if you choose not to eat it, please leave it on your tray.
5. All students are to eat their meal only, not trade or give parts away.
6. Show respect by remaining in your seat until dismissed by the person on duty.
7. If students bring a lunch from home, it must be a healthy lunch and follow the St. Rose of Lima Wellness Policy:

- a. promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices
- b. fast food is not allowed, other than Subway
- c. NO sharing food items with others

Breakfast Procedures

1. Students may eat breakfast from 7:30-8:10AM. Students may independently enter the Parish Center/cafeteria and go through the line.
2. When students are finished eating breakfast they return their trays and continue morning play in the Parish Center or playground. Students then line up with their class at 8:10AM.

Lunch Procedures

1. Students entering the cafeteria first line up in the hallway by class. You will be escorted into the cafeteria.
2. 5 minutes before dismissal, students will say prayer together, then be dismissed by table to dump trays.
3. Students leaving the cafeteria line up along the west wall. From there, they will be dismissed to prepare for recess.

Parent-School Communication

Adequate and clear communication between school and home is essential for the success of the children.

- Parents should feel free to call the school (263-5408) to talk to the teacher about student progress or other areas of concern.
- A Parent Newsletter will be sent home the first week of every month and at other times when necessary.

Dual Parent Reporting

In the case of students whose parent's marriage has been dissolved, the names and addresses of both parents must be in the student's file. A certified copy of the Order of Dissolution as well as any subsequent modification of the Order should also be on file.

Unless otherwise decreed in the Order, information commonly made available to the parents of any student in attendance (i.e. notices of school functions, progress reports, appointments for parent-teacher-student conferences, etc.) can be provided to both parents. If you have any questions concerning this, please call the school.

Parent-Teacher-Student Conferences

Formal Parent-Teacher-Student Conferences are scheduled twice each year.

If a child is having difficulty learning, the teacher working with the principal and parents seeks to learn the cause. Various options will be explored in an effort to best meet the needs of the student. Parents will be contacted and a conference set-up if needed.

Progress Reports

Individual progress and achievement are emphasized in each classroom. Written student progress reports are sent home at the end of each quarter.

Grading

Kindergarten:

- + Mastery
- P Progressing
- Not Yet Acquired
- Blank - Not evaluated

Grades 1-5	100 – 99	A+
	98 – 94	A
	93 – 90	A-
	89 – 88	B+
	87 – 84	B
	83 – 80	B-
	79 – 78	C+
	77 – 74	C
	73 – 70	C-
	69 – 68	D+
	67 – 64	D
	63 – 60	D-
59 & below	F	

Student Records

It shall be the policy of St. Rose of Lima School that the following accessibility and confidentiality rules (consistent with the family and Educational Rights and Privacy Act) will apply to student records:

1. Parents/legal guardians have the right to access and review their students' educational records.
2. Parents/legal guardians have the right to sign a consent form before the school may release personally identifiable, non-directory information (e.g., social security number), except as otherwise noted below.
3. Parents/legal guardians are annually notified of these rights as well as the school's policy for directory information and to opt out of the publication of directory information.
4. These rights transfer to students at age 18.
5. Complaints must first be referred to St. Rose of Lima Principal before they can be referred to the Diocesan Superintendent.

Not included as part of the student's education record and therefore not available to parents:

1. Records kept in the sole possession of the maker of the records, used only as a personal memory aid and not disclosed to others except as a temporary substitute.

2. Records of a law enforcement unit of the school.
3. Employment records relating to an individual employed by the school.
4. Records about an individual created or received after he/she is no longer a student at the school.

Circumstances in which a school may disclose personally identifiable information from a student's educational record without prior consent include the following:

1. The information is "directory information"
2. Disclosure to school officials with a legitimate educational interest
3. Disclosure to officials of another school where the student transfers to or is to enroll
4. Disclosure to AEA personnel with a legitimate educational interest
5. Disclosure to authorized federal, state, or local authorities
6. The information is necessary to the financial aid process
7. Pursuant to an interagency agreement with state and local agencies that are part of the juvenile justice system
8. Complying with a court order of judicially issued subpoena
9. In connection with a health or safety emergency

Reference: Iowa Administrative Code 281-12.3(4); Iowa Code 280-25

Safe Environment

A Safe Environment Curriculum is required by the USCCB. Teachers at St. Rose of Lima School will use the Safe Environment curriculum provided by the Diocese. An opt-out form is also available if parents choose not to have their children take part in the safe environment curriculum.

Visiting Classes

We invite parents/guardians to come and visit their child's classroom at school. We welcome your interest and support. Please call us and let us know what times would be convenient for you. When you arrive, please first check in at the office.

Holiday Parties

Holiday parties will be celebrated or incorporated into a day's theme (such as Christmas, Valentine's Day, etc.) with the consideration that it will not deter from valuable teaching time. See Appendix A for a list of healthy snacks that could be used.

Liturgical Celebrations

Students attend Mass each Wednesday morning at 8:45am. Each class takes a turn preparing the Liturgy and taking leadership roles. Parents/guardians are invited and encouraged to attend these liturgies whenever possible.

Students also pray daily at the start of the day, at lunch, and at the end of the day, as well as spontaneous prayer throughout the day.

Virtues in Practice

This is a program for children in grades pre-kindergarten through eight to grow closer to Jesus by imitating His life and virtues. It is set up in such a way that a whole school studies the same virtue each month, to provide a whole-school (and at home, whole-family) focus. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues.

Sacramental Program

Preparation for the first reception of the sacraments of Reconciliation and Eucharist will be given in the second grade.

Parents, being the first educators of their children, will be directly involved in the religious education of their children. A series of parent meetings will be held to help parents in this endeavor led by the DRE.

Support Services

Through the Northwest AEA, St. Rose of Lima School has the services of the following personnel:

School Psychologist

Social Worker

Audiologist

Curriculum Consultants

Learning Disability Clinicians

Talented and Gifted Consultants

Service may be arranged according to student needs.

Telephone Use

The school phone is intended for calls concerning school business. Students are to use the phone **only** when it is deemed necessary by a teacher.

Cell phones & SmartWatches are allowed at school. **However, the cell phones must be powered off and kept in the student's backpack in the lockers during the school day. Smart Watches are never allowed to be used for communication during the school day. If a student is caught calling or texting on Smart Watch, it will follow the same consequences as cell phone use.**

Consequences for cell phone use during class:

1st time: - Verbal warning

2nd time - The cell phone will be taken to the office and kept until it can be picked up by parents.

Internet Information

The use of the internet as a resource is a privilege. The internet provides access to the world outside the classroom. As such, it is a resource that is not controlled by the school. In order to be privileged to use this resource, students are required to have permission from the school and their guardian(s) who are informed of the procedures for using the internet connection and the possible consequences of its usage.

Like a field trip, the internet is outside the classroom. Every reasonable precaution will be made to screen sites students are allowed to visit in order to make it an educationally safe trip. Students are to access only those sites to which the teacher has given permission.

It is possible, however, that students may stray from previewed sites through web page links, buttons on the screen that send the viewer to advertisements or places that have additional information. Students will be taught to back out of sites that they did not intend to visit. Students who intentionally pursue links off of the previewed site may lose their internet privileges.

It is possible through trial and error to circumvent protective software. Students who intentionally circumvent the software protection against the teacher's will or without the teacher's

knowledge can lose their internet privileges.

In order to protect the students we must further inform students that the computers are the property of St. Rose of Lima. Contents saved to any device become subject to review by St. Rose of Lima administration or the student's teacher. This is necessary in order to prevent the spread of computer virus or inappropriate content.

Student attempts to circumvent our duty for creating a safe educational environment will result in the loss of the use of the internet resource. If you have any questions regarding the use of the internet in the classroom, please contact the Principal, or the classroom teacher at 263-5408 during school hours.

Testing

Each year students in grades 3-5 take the ISASP: Iowa State Assessment of Student Progress in the spring. Students at all grade levels are also assessed three times per year in literacy and math using the FAST assessments. The following assessments are also administered each year:

- Assessment of Catechesis Religious Education (ACRE) to 5th graders
- English Language Proficiency Assessment (ELPA 21) for English Language Learners.

Volunteer Aides

Volunteer Aides are a beneficial part of our learning program. These aides are necessary to enable the teacher to work with a small group of students. They can take care of clerical duties and a wide variety of tasks related to instruction. It is our goal to involve volunteer service for the teachers. Background checks are required by the Diocese for any new volunteers/employees. Virtus Training is also required of volunteers.

Busing

Students at St. Rose have access to transportation to and from school, through the Denison Community School District. The following is a summary of behavior expectations and consequences.

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Recording devices may be in operation on the school buses.

- Bus riders will be at the designated loading point before the bus arrival time.
- Bus riders will wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- A rider may be assigned a seat by the driver. There are no assigned seats on the school bus, but it is strongly recommended that elementary age students should be seated in the front portion of the school bus and middle school and high school age students should be seated in the middle and rear portion of the bus.

- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
 - Riders are not permitted to leave their seats while the vehicle is in motion.
 - Waste containers are provided on all buses for bus riders' use.
 - Permission to open windows must be obtained from the driver.
 - Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
 - The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and respectfully.
 - Students will assist in looking after the safety and comfort of younger students.
 - A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
 - Students will not throw objects about the vehicle nor out through the windows.
 - Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
 - Students will keep feet off the seats.
 - Roughhousing in the vehicle is prohibited.
 - Students will refrain from crowding or pushing.
 - The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
 - The Good Conduct Rule is in effect.
- * This is not meant to be an all-inclusive list.

Consequences for Unacceptable Behavior

Incidents of unacceptable student conduct may result in disciplinary action. Parent/guardian will be notified in writing of any and all offenses involving their child(ren). Consequences of unacceptable behavior may include, but are not limited to: restricted seating, suspension of transportation privileges, parent/student/school personnel meeting, bus riding privileges revoked for remainder of year, and/or any combination of these possible consequences. Student discipline will be administered by the building administrator of the student's school, in cooperation with school transportation personnel.

Policy on Guns & Weapons

Approved: January 15, 1996

Revised: October 14, 2020

Reviewed: October 14, 2020

St Rose of Lima Board of Education

It shall be the policy of the St. Rose of Lima Board of Education in compliance with the Federal Gun Free Schools Act of 1994 (20 USC 3351 Section 8001), and the Iowa Code 280.21B, that weapons and other dangerous objects be taken from students and others who bring them on the school property or from students who are participating in any school-related activity away from the school premises. Parents of students found in possession of a weapon or dangerous object shall be notified.

Possession of a dangerous weapon on school premises must be reported to law enforcement. For purposes of this policy, a "dangerous weapon" is any instrument or device designed primarily for

use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever, which is actually used in such a manner as to indicate that the user intends to inflict death or serious injury upon another, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include but are not limited to any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.

A student who brings (or knowingly possesses) a firearm to school or any school sponsored activity shall be expelled for at least 12 months unless the principal determines a lesser expulsion penalty is warranted based on the facts of the particular case.

This policy is not meant to prohibit the display of weapons or other dangerous objects for educational purposes, so long as approval for such display has been obtained in advance from appropriate school officials.

Legal References: Iowa Code §§ 280.17A,.17B, .21B

BULLYING AND HARASSMENT

Approved: July 7, 2007

Revised: October 14, 2020

Reviewed: October 14, 2020

St Rose of Lima Board of Education

It is the policy of the St. Rose of Lima School in the Diocese of Sioux City to maintain a learning and working environment that is free from bullying or harassment and to provide all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. No employee, volunteer or student shall engage in harassing or bullying behavior toward a student based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any employee, volunteer or student in the St. Rose of Lima School in the Diocese of Sioux City to bully or harass any student on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. St. Rose of Lima School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

All Catholic schools in the Diocese of Sioux City shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the Diocese and the school subject to available funds. To the extent that funds are available, the school will also adopt and

provide programs to school employees, volunteers and students, parents and guardians with the skills and knowledge to help reduce incidents of harassment and bullying.

Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

I. Definitions

a. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, electronic text messaging, and social media platforms.

b. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

i. Places the student in reasonable fear of harm to the student's person or property.

ii. Has a substantially detrimental effect on the student's physical or mental health.

iii. Has the effect of substantially interfering with a student's academic performance.

iv. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

c. "Trait or characteristic of the student" includes but is not limited to actual or perceived traits or characteristics of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

d. "Volunteer" means an individual who has regular, significant contact with students.

II. Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment

a. Any student, parent, or guardian of a student, employee or volunteer of a Catholic school in the Diocese of Sioux City who feels that the student has been bullied or harassed or who feel they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately. Claims made against a principal/school administrator shall be reported to the President or Pastor and the Diocesan Superintendent.

b. To facilitate a prompt investigation, the principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.

c. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.

- d. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
- e. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion.
- f. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school's Employee or Personnel Manual and/or the Administrative Manual of the Catholic Schools Office, as applicable.
- g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded.
- h. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education annually on a form provided to them by the Catholic Schools Office. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.
- i. In the case of a student who threatens physical harm to another student for any reason, a "no tolerance" stance will be taken. The perpetrator will be suspended from the program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Legal References: Iowa Code 729A.1, 280.28(3) Iowa Administrative Code 281-12.3(13)
The Bullying and Harassment Policy may be viewed in its entirety at the school office.

Appendix A: Healthy Kids Act Opportunity-Iowa Department of Education
NO PEANUTS ALLOWED!

Fruits

Apples Applesauce Apricots Bananas Watermelon Berries
Cantaloupe Cherries Grapefruit Grapes Kiwi Mangoes
Nectarines Oranges PeachesPears Pineapple Raspberries

Vegetables

Broccoli Baby Carrots Beans Cauliflower Celery
Cucumber Lettuce Snap Peas Snow Peas

Grains *Whole Grain is best!

Bread Crackers English MuffinsPretzels Cereal Bars
Granola Bars Low-Sugar Cereals Tortillas Flatbreads

Dairy

Cheese Cottage Cheese Yogurt Skim or 1% Milk

Appendix B: Dress Code

Dress Code

St. Rose of Lima School has a student dress code for the following reasons:

1. Appropriate dress for school identifies one with and shows one's pride in his/her school.
2. A student's economic status should not be distinguishable based on attire.
3. School dress should be more affordable.
4. School dress must promote an environment conducive to study and appropriate behavior.

Parents and guardians must strive to understand and support the Dress Code. If there is a family reason for a student to be out of uniform, the parent or guardian must call the school office prior to the beginning of classes for the day. The administration reserves the right to interpret the dress code. Its decision is final. Consequences will be applied to repeat offenders.

Uniform tops

1. Polo style with either a long or short sleeve. Polos should be plain, without any manufacturer's logo or school logo on the outside of the polo
2. Polo must be royal blue or red, and properly buttoned, with a collar.
3. Polos must be of appropriate length so that they are tucked in at all times.
4. Only plain white shirts may be worn under uniform polos.
5. Only St. Rose accessory items with logo (sweatshirts, quarter zip pullovers, etc.) will be allowed over uniform polos.

Uniform Bottoms

1. Students must wear solid khaki or navy cotton twill dress pants
2. Solid khaki or navy shorts and capris may be worn from April 15th – October 15th. They must be of appropriate size, worn at the waist, hemmed, and not faded. The material must be twill fabric, not knit or spandex type material.
3. Solid khaki or navy skorts or jumper dresses may be worn. They must be no more than 2 inches above the knee. Polo shirts and shorts (when worn without tights) must be worn underneath jumper dresses. White or navy tights must be worn with skorts and jumper dresses from October 15th - April 15th.

Shoes

1. Only closed toe shoes are allowed from October 15th - April 15th.
2. No flip flops are allowed the entire school year.

Miscellaneous

1. All hairstyles must have a conventional/natural color and cut that does not draw undue attention to the student or distract from learning.
2. Writing on hands, arms, legs, etc. is not allowed.
3. Only St. Rose coats or jackets may be worn inside during the school day unless approved by the principal or designee.

St. Rose Shirt Days

The last Friday of the month and other periodic days will be known as St. Rose Shirt days. Acceptable clothing on these days are any St. Rose top (past or new) along with casual (jeans or athletic pants) or uniform bottoms. If a St. Rose shirt is not available, regular uniform tops are required.