



STUDENT-PARENT HANDBOOK 2017-2018

St. Rose-McCarthy Catholic School
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Section I

Introduction and History

This Student-Parent Handbook contains a summary of many of the most important school policies and procedures regarding students at St. Rose-McCarthy Catholic School. The administration of St. Rose-McCarthy School reserves the right to amend this handbook at any time. Notification of amendments will be published in the Principal's Newsletter.

Our school is fully accredited by the Western Association of Schools and Colleges and Western Catholic Education Association. We are a member school of the National Catholic Education Association.

NON-DISCRIMINATION POLICY

St. Rose-McCarthy Catholic School, mindful of its primary mission as an effective instrument in the education ministry of the church and witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at St. Rose-McCarthy Catholic School.

St. Rose-McCarthy Catholic School does not discriminate on the basis of race, color, and national and/or ethnic origin, age, gender, or disability in the administration of educational policies, scholarship and loan programs, athletic and other school-administered programs.

School History

St. Rose-Thomas McCarthy Catholic School has a history beginning in 1917.

Father Scher invited the Dominican Sisters to establish a hospital in Hanford in 1914. He was anxious to establish a parochial school. Three sisters were available and in August of 1917, St. Rose Catholic School was opened with an enrollment of seventy children. It was named St. Rose in honor of St. Rose of Lima, the first Dominican Saint of the Americas. The first school, an unpainted frame building on Harris Street, was heated by wood stoves.

Two more sisters were added to the faculty in 1919 and the school expanded by converting the porch and a room attached to the parish garage for kindergarten and a classroom. These classrooms were used on Saturdays and Sundays for catechism classes for children from Hanford and Laton. Today, the school is still being used twice a week for the parish CCD classes.

Mr. Thomas McCarthy left a bequest of sixty-thousand dollars and a new school was built and renamed in his memory in 1942. Six classrooms and an office were erected. When enrollment doubled, two more classrooms were erected and the old hall was moved to the south side of the property and placed on a concrete foundation.

Father Beacon built a convent for the sisters on property purchased in 1954. Adjacent to the convent, two classrooms were built for the kindergarten and first grade in 1960.

A new basketball court was built and a library was organized in a remodeled house on parish property in 1971. Parents remodeled an adjacent house creating a site for an extended day care program in 1989.

The Dominican Sisters, with dedicated lay teachers, staffed the school until 1984, when a lay administrator was hired. In 1987, a Sister of Charity of the Blessed Virgin Mary was hired as principal and in 1990, a lay administrator was hired and various lay principals have been hired since then.

The parish hall was remodeled and since 1993 has been used for the school's hot lunch program and cafeteria. The hall has since been renamed McHugh Hall in honor of the former pastor Monsignor Martin McHugh.

The school adopted the name St. Rose-Thomas McCarthy Catholic School to reinstate the original name and remember the generosity of Thomas McCarthy in 1995. That same year, Sisters of Our Lady of Nazareth (SOLN) came from the South Pacific islands and continue as part of the faculty today.

Various technological up-grades have taken place. In 1996, one classroom on the main campus was remodeled and converted to a computer lab with multiple technological capabilities and classroom computers and television sets linked to cable were installed.

In 2006, the school subscribed to Option C, an online service that allows parents/students to check student progress. Twenty laptop computers were purchased for the computer lab as well as an iMac computer. Teachers received a lap top, each classroom received two desktop computers, and the office received new computers. The service is also utilized for lesson planning, and administrative purposes.

SMART/Mimeo boards were installed and put into use in preschool through eighth grade classrooms in the 2010-2011 school year.

An Alumni Association was officially formed in 2001. Several alumni formed the Thomas McCarthy Foundation in order to help secure funds for the future of the school. January 2012 we held our first Alumni gathering as a tribute to a distinguished graduate.

Numerous improvements to the campus have taken place, from 1987 to 2012: classrooms painted, new playground equipment installed on both sides of the campus, new windows for all classrooms, a central air and heating system installed, new rain gutters, classroom furniture purchased, and the bathrooms upgraded.

Since 2001, a new lawn was planted on the main campus, new fencing on both sides of the campus, the blacktop resurfaced, a new gate at the main entrance of the campus, a new fire alarm system, and new lighting in and outside of all classrooms were all installed.

The Dominican House is utilized for many purposes. It is being used for morning and after school day care, the literacy office, the bookkeeper's office, and a uniform recycle area.

Seventh and fourth grades had new carpet installed in 2008. Since the 2009 visit, the bathrooms were painted.

A licensed preschool was opened in 2009. In 2011, the preschool had a secure entry system with a surveillance camera installed. The science equipment, stored at the Dominican House, was moved to the computer lab.

New tile flooring in the office entryway and hallway were installed in summer of 2009. A school community garden was started in 2010.

In the summer of 2016 the school office and faculty room was repainted and redecorated. The 7th & 8th grade classrooms received a new coat of paint. New flooring, new paint and new countertops were installed in the computer lab and improvements were made to the girl's locker room. New lockers and benches were also installed.

During the summer of 2017 we prepared to open our first Transitional Kindergarten (TK) class and moved the 1st grade classroom across the street to our main campus. The Kindergarten classroom and the 1st grade room were painted. The entire school has been dashed and painted, trees trimmed, and our picnic tables were refurbished and repainted. New blinds have been installed in all classrooms and the carpets were deep cleaned. During the 2016-17 school year we reviewed our curriculum and we are making several improvements as we move into the new school year. Saxon Math will be implemented in Kindergarten – 5th grades. Teachers received intensive training in May and are excited to begin implementing this program. We have also updated our SuperKids reading language arts program for grades TK-2nd and our TK teacher will also be using the Big Day for TK integrated curriculum. Teachers in grades 1st and 4th-5th will pilot the Art in Action program during the 2017-18 school year. Electronic tablets were also purchased for use in the classrooms. We are excited to begin this next school year, the first year of the next 100!

Section II

Mission Statement

Philosophy

Schoolwide Learning Expectations

MISSION STATEMENT

St. Rose-McCarthy Catholic School, an educational ministry of St. Brigid's Parish, prepares students to live productive Catholic lives as members of the Church and society.

PHILOSOPHY

St. Rose-McCarthy Catholic School is a Christ – centered community of faith, is dedicated to the education of children.

With parents as primary educators, the faculty and staff facilitate the development of the whole child.

In line with Church teaching and Gospel values, our school instills the expectation for each student to become a committed Catholic, concerned citizen, confident communicator, and competent problem solver.

Our community of believers acts as the foundation for preparing students for life as members of Church, family, civic, economic, and global communities.

SCHOOLWIDE LEARNING EXPECTATIONS

Students at St. Rose-McCarthy Catholic School are:

Committed Catholics who...

Join in Christ's compassion
Obey good values and morals
Yield a solid understanding of our Catholic Faith and traditions

Concerned Citizens who are...

Respectful in work and action
Responsible for self and others
Recognize and practice self-control

Confident Communicators who...

Articulate through speaking and writing
Attentively listen
Actively use technology

Competent Problem Solvers who...

Can organize effectively
Can identify and analyze information
Can apply and evaluate solutions

Enter to learn...Leave to serve!

Section III

Schedules Absences/Tardies

SCHEDULES

SCHOOL HOURS

Regular Schedule

School Begins	8:00 AM
Recess	10:15 AM - 10:30 AM
Lunch recess	12:00 - 12:45 PM
School ends	3:00 PM

Minimum Schedule

School Begins	8:00 AM
Recess	10:15 – 10:30 AM
School ends	12:00 PM

DROP OFF AND PICK UP

Please do not park in the white zone in front of school before or after school, park only to load and unload. Please do not stop in the middle of the block to load and unload. After school you may pick up your children through the driveway behind the Preschool/Dominican House. You may walk up and pick your children up at the driveway at the Dominican House.

FOGGY DAY SCHEDULE

On foggy days students from fog bound areas are marked as an excused tardy until 9:30 a.m.

TARDY POLICY

School begins at 8:00 a.m. in the classroom. Students who arrive after 8:00 a.m. are marked tardy and miss Morning Prayer and valuable class instruction. If you arrive after 8:15, check in at the school office. Excessive tardies (3 or more) may result in assignment to noon detention or after school study hall to complete missed assignments.

EXCUSED TARDIES

Students who are tardy due to a doctor or dentist appointment, may be excused only with a medical/dental note from the physician or dentist office, confirming appointment. We strongly recommend making appointments after school hours.

ABSENCE

Excused Absence: For the purpose of determining whether a student is truant, and excused absence is an absence which the school has reviewed and has determined meets the following school requirements for an excused absence: student illness; death in the immediate family; family emergency; observation of a religious holiday, circumstances causing reasonable parent/guardian concern for the students health or safety; and/or other situations beyond the control of the student, as determined by the principal. An excused absence **DOES NOT** exempt a student from completing all the school work assigned by teachers.

Unexcused Absences: An unexcused absence is an absence which the school has determined does not meet the school's requirements for an excused absence. Such absence is considered to be a truant absence. An unexcused absence **DOES NOT** exempt a student from completing all school work assigned by teachers.

Return to School after an Excused or Unexcused Absence: A written excuse dated and signed by the parent or guardian is required the day the student returns to school following an absence. These excuses will be kept on file until the end of the school year.

Please call the school if your child is going to be absent. **A student who is absent, tardy or**

dismissed early from school is responsible for any work missed and is expected to inquire as to what was assigned and to complete the work in the amount of days missed. (2 days absent, 2 days to make up.) Children who must leave school for a doctor or dentist appointment must bring a note to the teacher the morning of the appointment. Parents/guardians must wait for the student in the school office. If a child is absent and no call is received to this effect, the school will, as soon as possible, contact the home or a member of the family to report absence.

Students who leave midday and return will be marked with a partial unexcused absence.

Absence for other than illness: such as vacations, travel etc. is strongly discouraged. **Teachers will not assign work for the time they are away.** Please do not ask. (Homework will not be assigned prior to trip.) Parents requesting homework for children who are absent, must call the office before noon. They can pick up homework request after 3:15 p.m.

The administration discourages children leaving the school grounds for lunch. A note must be sent to the school office when children are leaving school early. The time/date and reason are to be included in this note. Parents must send a note in the morning if the child is going to be taken for lunch and the child must be signed out from the office at their regular lunch time. Failure to meet this time will be marked as tardy or absent from school.

LEAVING CAMPUS

Students are considered signed into school until school is dismissed. A student may not leave the school campus during the school day without the notification of the school administrator or designee and the written permission of the student's parent or guardian.

Section IV

Financial Information Parent Commitment

FINANCIAL INFORMATION

REGISTRATION POLICY

Application/Registration fee is to be paid at the time of registration and is not refundable.

REGISTRATION FEE: Grades TTK-8 \$150.00 per child

Your registration will be waived up to the number of children you have enrolled for the current school year for every new student referral that enrolls at St. Rose-McCarthy (\$150.00 per new family).

TUITION POLICY

Diocesan policy 6211, "Tuition Agreement," of the *Administrative Handbook for Catholic Elementary and Secondary Schools* states:

Every parent or guardian who enrolls a student either in elementary or secondary school shall sign a written agreement to pay specified tuition and fees. They will agree to comply with all diocesan and school policies and regulations, including those governing tuition delinquency."

All families must have a completed Enrollment Form/Information Update Form and Contract submitted to the bookkeeper before child(ren) can be enrolled in St. Rose-McCarthy School.

Payments are due on the 5th of each month. **PAYMENTS WILL BE CONSIDERED DELINQUENT IF THEY ARE NOT RECEIVED IN THE SCHOOL OFFICE BY THE 10TH OF EVERY MONTH.** If the 10th is not a school day, tuition is due the following business day.

All delinquent tuition payments are subject to a \$25.00 (per month) late charge. Consistent failure to make tuition payments as agreed upon may result in loss of the privilege of attendance at St. Rose-McCarthy School.

TUITION RATES

Tuition may be paid in accordance with one of the plans below:

1. One (3% discount for full payment by 8/10/17)
2. Two Installments (August 10th and January 10th)
3. 10 monthly installments (August-May)
4. 12 monthly installments (July-June)

PAYMENT

All payments to St. Rose-McCarthy School for tuition, day care, scrip, parent club tickets, may be paid by check, cash, money order, debit/credit with convenience fees added, and through your on-line bill pay to the school. If paying by a credit/debit card it must be done with the bookkeeper.

Tuition rates are posted each year and will be given at registration time in the spring. Tuition is due the 5th of the month and is delinquent after the 10th. A \$25 late fee will be charged for late payments.

There will be a \$25.00 service charge for **ANY CHECK** returned by the bank for insufficient funds.

After two (2) checks have come back for insufficient funds, you must pay with cash or money orders for all school tuition, scrip etc.

WITHDRAWING FROM SCHOOL

Completing a withdrawal form is requested prior to withdrawing from the school. This will provide the school both forwarding information and information for its records. All Tuition, Parent Obligation Hours, Ticket Purchases and Scrip Purchases will be pro-rated on the final account statement in the month of withdrawal.

PRO-RATING

Tickets	$\$160.00 \div 41 \text{ weeks} = 3.91 \text{ per week}$
Scrip	$\$100.00 \div 41 \text{ weeks} = 2.44 \text{ per week}$
Parent Obligation Hours	$\$2,000 \div 41 \text{ weeks} = \48.78 per week

FINANCE CHARGE

A late charge of \$25.00 per month will be assessed if payment is not received by the 10th of the month. See Principal for payment agreement and payment schedule based on amount owed.

FINANCIAL ASSISTANCE PROGRAM

It is the mission of St. Rose-McCarthy School to provide the best quality Catholic education to any child who sincerely seeks the benefits of such a program. Therefore, no child will ever be refused admission solely based upon inability to pay the stated tuition. Financial aid may be granted to parents based upon the following conditions, contingent on the availability of funds.

1. The need for financial aid must be proven to the pastor and principal.
2. The student must maintain a satisfactory scholastic average and good citizenship.
3. The parents must make a commitment to cooperate in school functions and activities.
4. Families who are receiving assistance must commit to School Service and be willing to contribute to the well-being of our school in whatever form their talents, skills, and abilities allow.
5. Student(s) must have completed and paid registration fee.
6. An application for tuition assistance must be submitted each year. This application must be submitted on or before April 15th.
7. Late tuition will not be accepted. (Loss of tuition assistance may occur).
8. Good Shepherd Fund is financial assistance for new families to St. Rose-McCarthy School. Applications are available on the school website.
9. Fresno Diocese OF,OF, OF tuition assistance is also available for all families that apply. See the school website for application information.

PARENT COMMITMENT TO SCHOOL SERVICE

In recognition that the St. Rose-McCarthy Catholic School tuition rates do not fully fund a child's education and that certain fundraising and child supervision requirements are essential, a mandatory work tuition program exists. This program has two major goals.

1. It makes possible the low tuition rate and the consequent accessibility of the school to parents in a broad range of incomes.
2. It recognizes that the excellence of our school depends on the full participation of all parents who

elect to enroll their children. All parents must be willing to contribute to the building up of our school according to the unique skills and abilities which they possess.

Those parents who wish and are able to pay the full work tuition fee are encouraged to do so. However, that would not excuse them from the responsibility of being actively involved in the life and activities of the school.

Section V

**Work Tuition: Parent Participation Program
Fundraisers and Ticket Sale Obligations
Scrip Program**

WORK TUITION PARENT: PARTICIPATION REQUIREMENTS

Families are **required to work a minimum of 40 parent participation hours** each school year. Parent participation work hours will be credited for actual hours worked. Any portion of the work tuition not fulfilled through fundraisers or general maintenance (\$2000.00) will be due and payable on May 16th. Parent participation hours can be completed through the various fundraisers or general maintenance opportunities from May 16th to May 15th of the following year. All required hours must be completed by May 15th, or will be billed for on May 16th.

Required Parent Fundraisers:

- De Campos Dinner – 6 hrs. minimum (4 in preparation for the event, and 2 for set up or clean up)
- Pancake Breakfast – 3 hrs. minimum
- 1 Clean up shift at any fundraiser

Other Fundraiser opportunities:

- Golf Tournament
- St. Brigid's Casino Night to benefit St. Rose-McCarthy Catholic School
- Surf & Turf
- Other, TBD as needed by principal such as the care and maintenance of the school as needed

Incomplete hours are billed at \$50.00 an hour on May 16th of the current school year.

Parents who sign up for parent participation hours are responsible for those hours. Notice must be given to the chairperson within a reasonable amount of time or parents will be billed for the work hours.

If you sign up to work, but do not show up for work, you will be charged \$50.00 per hour.

Appointed Event Chairperson Parent Participation Hours

The following volunteer and appointed fundraising chairpersons' position require responsibility levels which generally exceed the parent participation work hour requirement. Therefore, holding these positions waives the required 40 parent participation work hours.

<u>Position/Chair</u>	<u>Fundraising Hours</u>
Scrip Coordinators (2-3)	Waived
Ticket Sales Manager (1)	Waived
Pancake Breakfast (1)	Waived
Surf & Turf (1)	Waived
Golf Tournament (1)	Waived
Head Room Parent (1)	Waived
Librarian (1)	Waived
Medical Specialist (1)	Waived
Children's Sunday Mass Choir Director (1)	Waived

FUNDRAISER TICKET SALES

Families are encouraged to sell as many tickets as possible for all fundraiser events. However, **parents are responsible for selling \$160.00 in fundraiser ticket sales each school year.** The following fundraisers are approved ticket sale events:

<u>Event:</u>	<u>Ticket Sale Credit to Parent</u>
• De Campos Dinner	\$25.00
• St. Brigid Casino Night	\$10.00
• Golf Tournament	\$100.00 (For full foursome sold)
• Surf & Turf	\$15.00
• Pancake Breakfast	Full ticket price

Tickets for the above fundraisers will be sent home with your child. Monies and/or unsold tickets must be returned to the school office by the given due date, or families will be charged for all unreturned tickets.

If you do not wish to participate in the ticket sale program, you may choose to pay the \$160.00 ticket sale fee. This fee must be paid in full by May 15th, or you will be billed for this fee.

SCRIP (GIFT CARD) PROGRAM

Gift Card Program is, administered through the Parents' Club, which allows the school to benefit from purchases made by parents at participating stores. *SCRIP* is the equivalent of a gift card. The school makes an average of 3.5% on each purchase.

Our school benefits from the use of scrip by each family. Scrip may be purchased two ways:

- 1) Online by Presto Pay, ShopwithScrip.com, or Escrip.com
- 2) From the Parish Office (Open from 8:00 a.m. – 5:00 p.m. Monday – Friday)

Credit for each scrip purchase is applied per family for support of the school. We ask each family to earn a minimum of \$100.00 in profit per year. This helps us account for the income in our budget and also makes the school more affordable for our families. Families who choose not to use Scrip will be assessed \$100.00 annually – added to the base tuition. The scrip \$100 minimum is assessed on the first day of school and is reduced as scrip purchases are made (Note: Scrip is NOT pro-rated over the course of the school year). Purchasing Scrip regularly (monthly) assures you of the lower base tuition rate. Upon acceptance in our school, you will be asked to choose to be a Scrip family or be charged the \$100.00.

When you have completed your \$100 profit, there will be a 50/50 split of any additional profit to the school. Half to your tuition account and half to St. Rose-McCarthy. Scrip has the potential of reducing your tuition, through tuition credits, while increasing the school's revenue.

You may set up a monthly standing order. Your order is to be prepaid and will be put together and ready for pick up each month, whatever day you would like it to be ready. No waiting to see what is available. Physical GIFT CARDS for frequently used stores are kept on hand; others may be ordered. All orders for physical gift cards placed by Monday morning at 8:00 a.m. will be received by the parish office on the following Wednesday at 3:00 p.m. (except if there is a holiday between Sunday and Wednesday, then it will be received by Thursday at noon). Physical *GIFT CARDS* may be purchased by check, cash, or money order.

Electronic gift cards can be purchased using Presto Pay through Great Lakes Scrip Center (a payment system similar to PayPal). These electronic gifts cards can be purchased on your

Smartphone, tablet, or computer. My Scrip Wallet is web-based app that allows you to purchase electronic scrip from your Smartphone at the point of sale.

Electronic gift cards can also be purchased from Escrip's Benefit Mobile App. This application allows you to use credit cards to make scrip purchases, but the scrip rebates are lessened because of the credit card processing fees.

Finally, family, friends, and family business can make purchases to help you meet your scrip quota and receive tuition assistance. Scrip credit begins May 16th and ends May 15th the following year. For example, for 2017-2018 school year, scrip credit will start May 16th, 2017 and end May 15th 2018. Scrip credit will be distributed on a regular basis starting May 16th of every year. Individuals or businesses who purchases scrip for an SRM family can change who receives the distribution regularly. The distribution can also be split between multiple SRM families. Any scrip issues not addressed in this handbook will be decided at the discretion of the scrip coordinator and/or principal. Contact your scrip coordinator with any questions.

ANY SCRIP PROFIT FROM THE 50/50 PROFIT SPLIT WILL BE APPLIED TO THE TUITION ACCOUNT ONLY. PROFIT WILL NOT BE APPLIED TO ANY OTHER ACCOUNTS NOR WILL IT BE REFUNDED.

If you do not wish to participate in the SCRIP program, you may choose to pay the \$100.00 SCRIP fee. This fee must be paid in full by May 15th, or you will be billed for this fee.

Section VI

Illness and Emergencies

ILLNESS

Pupils will be sent home in the event of illness. Parents or authorized persons will be notified by the school personnel before the child is permitted to leave the campus. **BE CERTAIN YOUR CHILD KNOWS WHERE YOU ARE AND HOW TO REACH YOU EACH DAY.** This is extremely important. It is imperative that we have emergency numbers. No child will be allowed to leave school without being signed out by parent/guardian or designated adult. Please keep children home when ill. Do not send a child to school with a fever.

COMMUNICABLE DISEASES

St. Rose-McCarthy Catholic School works cooperatively with State and local health agencies to prevent, control, and contain communicable diseases. Communicable disease can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno. Parents/guardians must immediately notify the school office if they suspect or know that their child has been exposed to or has a communicable disease that may present a serious health threat to their child or to others.

LICE

The school office personnel periodically check the students for lice. Students who are found to have nits or lice may not attend school until certain procedures for their elimination have been followed. Given below are the guidelines followed in the identification, prevention, and the treatment of head lice.

Verbal and written instruction concerning proper treatment will be given to the parent. All siblings and/or members of the same household of an affected student will be examined for lice. The classroom teachers shall be informed of the problem and requested to observe and refer any other suspected cases to the office. All class members will be screened in a room where a student with lice has been identified. Students who are excluded from school because of lice infestation may return after removal of all visible nits and proper treatment.

Written verification from parents stating treatment was performed in accordance with instructions and inspection from a designated school official is required before a student may return to the classroom.

MEDICATION

Teachers and school employees are allowed to wash injuries and apply ice and bandages. Teachers and other school employees are not allowed to administer or apply any medication.

If a child must have medication:

1. A written, signed statement from the physician stating: the medication to be taken, the method, the amount and the time schedule.
2. A written, signed statement from the parent/guardian of the pupil giving permission to assist pupil as set forth in the physician's statement. Please advise the school if your child is given medication at home that may affect his/her performance at school.
3. School officials are not allowed to give non-prescribed or over the counter medicine without a current signed request for assistance by parent or guardian.
4. Please register, at the office, all students who suffer with asthma.
5. Those must be renewed yearly.
6. No student should bring prescribed or over the counter medication to school without informing the office.

ACCIDENTS

In case of an injury, the student must notify the yard duty supervisor and office immediately. In order for incident forms to be issued, the accident must be reported when it happens. Parents are notified immediately in case of sudden illness or serious injury.

Parents may purchase supplemental accident health insurance from the Meyer-Stevens Group. Forms are sent home at the beginning of each school year.

INSURANCE

The Diocese of Fresno has adopted an insurance policy, which covers every child enrolled in school. When a child is injured and needs medical attention, parents should request an insurance form from the school office. The injury must be reported immediately and the form requested within five days. Covered under the policy are injuries received going to and from school (within an hour's time) and those received during school supervised activities. After the school fills out the school's section and the parents their section the doctor fills out his/her section and mails it to the insurance company. Parents may choose to buy insurance coverage for their child during non-school time through a sign up form which goes home at the beginning of the year.

EMERGENCIES

It is essential that you update and complete the emergency form for your child. We must have the names and phone numbers of "reachable" relatives or others who can assume responsibility for the student if the parents cannot be reached when necessary. In the event of a local emergency (i.e. earthquakes...) Students will be kept at a safe place on the school grounds and only released to parents or guardians.

Section VII

Parent and Student Expectations

PARENT AND STUDENT EXPECTATIONS

COURTESY AND CONDUCT

Parents who desire a quality academic, Catholic, and morally-based education for their children can best achieve this goal when the students, parents and school officials work cooperatively together. Normally, differences can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school.

Condition of Enrollment for Students: It is a condition of enrollment that every student behaves in a manner, both on and off campus, which is consistent with the philosophy and Catholic principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this handbook.

Condition of Enrollment for Parents/Guardians: It is a condition of enrollment that the parents/guardians of a student shall also conform to standards of conduct that are consistent with the philosophy and Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, or procedures set forth in this handbook.

These Catholic principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, religious, moral, and behavioral expectations of the school.
- Students and parent/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include but are not limited to, all school sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the philosophy and Catholic principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and/or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions up to and including the requirement to withdraw from the school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning.

At all times each student should show courtesy to priests, to the faculty and staff, to parents, to visitors and fellow students. Each student must remember that conduct in the classroom, on the grounds, in assemblies, in the hall, at Mass, in the library, and in public places is an outward reflection of inner self and must act accordingly. We also expect the same courtesy and good conduct from faculty and staff, parents, and visitors at our school.

Dishonesty, truancy, insubordination, disrespect, acts of violence and theft are offenses against Christian morality and will not be tolerated by school authorities. Violations of this nature will be treated as serious affairs entailing suspension or dismissal. Anyone who causes damage to church or school property must pay the cost of repair or replacement.

STUDENT DISCIPLINE POLICY

SPECIFIC SCHOOL RULES FOR STUDENTS

1. Gum chewing, unshelled nuts and sunflower seeds are not allowed in the classroom or on the school grounds at any time.
2. Students may not leave the school grounds at any time during the school day without written permission and clearance from the office.
3. Students should be in their assigned play area during recess and noon hour.
4. Students are not allowed in the classroom or outside the classroom during class time at any time without the teacher's presence. (California Education Code)
5. All students will be responsible for the protection and preservation of school property. Restitution is expected for any damage.
6. Fighting or "play fighting" is prohibited and may be subject to **immediate** suspension.
7. Tackle football is never allowed on school grounds.
8. Students are expected to use only appropriate language, no profanity or obscenity.
9. Students are not to ride bicycles, skateboards or skates on school grounds at any time.
10. Drinking fountains, play equipment and lavatories are to be used with safety and cleanliness in mind.
11. Students are to be honest, obedient and responsible. Respectful behavior towards teachers, other adults and peers is expected at all times.
12. The writing, passing or reading of notes in class is not permitted.
13. No loitering on school grounds is permitted.
14. Radios, tape recorders, cameras, cell phones, and other valuables are not permitted at school without permission of the principal or teacher. When this permission is given, the school will not accept responsibility for the damage or loss of these items.
15. Toys, trading cards, and other play items are not permitted at school without permission of the principal or teacher.

DISCIPLINARY ACTION

Students who violate the school rules listed above or classroom rules will be subject to disciplinary action depending upon the severity of the offense and the judgment of the teacher and principal. Misbehavior will be monitored through the use of the Student Discipline Ticket system. Consequences may include the following:

DETENTION

A student may be detained at lunch time and/or after the daily school session for violation of various class and school regulations. Detention may be assigned by the student's home room teacher or other faculty members.

PROBATION

A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct, after warnings, detention, and other measures have failed to correct the behavior. A conference with the parents, pupil, and school officials shall be held. When a pupil has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.

SUSPENSION

A student may be placed on suspension for serious misconduct, on campus or off, during school related activities, or for continued misconduct after having been placed on detention/probation.

1. A suspension may assume the following form or a combination of them:
2. Non-privilege suspension: where the student loses the right to participate in any non-class related school activity on or off campus.
3. Suspension from school: where the student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time. Home suspension should generally not exceed three (3) school days.

EXPULSION

Expulsion is the permanent removal of a student from the school. A student may be expelled for continuing misconduct (after having been placed on probation and/or suspension) or for a serious misconduct (e.g. fighting that inflicts or intends to inflict injury, possession of a controlled substance or dangerous object, bullying another student, etc.).

In the event of expulsion:

1. The student and the student's parents or guardian will be notified by letter of possible expulsion, of what pattern or behavior has led the school to believe that expulsion is appropriate, and the evidence upon which this assessment is based.
2. A conference shall be held where the principal, the student, the student's parents or guardian, the pastor, and appropriate school personnel will be present.

PRINCIPAL DISCRETION

The principal has sole final discretion on which offenses are serious and what discipline is appropriate for any given offense.

DISPUTE RESOLUTION

The policy quoted below is from the Diocesan Administrative Handbook. It indicates the procedure to be followed should conflicts arise within the school community.

Disputes may arise in schools due to misunderstandings, differences in judgments, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers and the principal. All parties in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

For resolving conflicts that involve an employee's due process rights, Diocesan policy 3297 "Employee Due Process Procedures" shall be used.

TO RESOLVE DISPUTES:

Step One: Disputes shall first be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a complaint regarding a teacher's homework policy should be taken directly to the teacher for resolution.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the presentation described in Step One above to the principal for his/her review and decision. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given an ample opportunity for explanation, comment, and presentation of facts as he/she sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this Step.

Step Three: If the dispute cannot be resolved at Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the pastor (rector for diocesan high schools) for his review of the dispute and decision. The pastor/rector shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral described in this Step.

Diocesan Review: If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's/rector decision at Step three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the Superintendent chooses to review or not review the dispute, he/she shall render a decision in writing to all parties involved in the dispute within ten (10) calendar days of receiving the written petition.

Section VIII

Photographing and Videotaping

Computer Internet

Classroom Observation

Field Trips

Fingerprint Clearing of Volunteers

PHOTOGRAPHING and VIDEOTAPING OF STUDENTS

While your child is at school, he/she may be photographed or videotaped by members of the school staff, parents and by others. If you would like to limit the photographing and videotaping of your child, please ask for the "Request to Limit Photography and Videotaping Form."

CROSSWALKS AND PATROL

Students in grades six to eight serve as crossing guards before and after school. Crossing is allowed only at the crosswalk in front of the school. Student patrol officers are on duty before and after school and must be obeyed. Please set a good example. Do not ask your child to jaywalk to reach your car. Parents dropping off and picking up children are not to leave cars unattended in the white zone in front of the school. Parking and waiting in the red zones is illegal and presents a serious safety issue for the students.

BICYCLES

Students who ride bikes to school must obey all traffic laws and the directions of the safety patrol students. Students are to walk their bikes in front of the school. Bikes must be parked in the racks provided and must be locked. No student may loiter around the bicycles at any time. Bicycles are not to be ridden on the school grounds at any time.

SCHOOL DIRECTORY

Families who wish to keep their phone number unlisted must contact the school office each year.

COMPUTER INTERNET

Parents must read and agree to abide by the internet and computer policies and procedures established by St. Rose-McCarthy School.

The use of computers and the internet at St. Rose-McCarthy School is a privilege and not a right. Inappropriate behavior may result in penalties including revoking of a student's access to school computers and the internet, school disciplinary action including expulsion, and/or legal action.

OBSERVATION OF CHILDREN IN THE CLASSROOM

Any parent or adult who wishes to observe a classroom must obtain prior permission from the principal. Request should be made at least one (1) day before. For a specified reason parents are welcome and may be invited into the classroom to observe a group of children in action at specific times during the year.

FIELD TRIPS

Teachers may arrange for classes to go on study trips with permission from the principal. These trips must be of educational or cultural value and are not to be considered "Free days".

All students transported by the school to school-sponsored events shall have the **written permission** from the parent or guardian using the school's permission form.

All drivers must be 25 years or older and have insurance coverage verified by the principal. The required coverage is \$100,000/\$300,000 liability, \$50,000 property damage, and \$5,000 medical. All drivers must have a current California unrestricted Driver's License. There MUST be seat belts for every passenger. This is necessary in order to transport students to any school sponsored activity.

Volunteer drivers and chaperones should not bring additional persons with them such as their other children. If there were any problems, a volunteer driver or chaperone must be free to give their full attention to the children under their care.

Classes may have limited approved fund-raisers to finance field trips. Field trips are privileges afforded to students and therefore students can be denied participation if they fail to meet academic or behavioral requirements.

Only chaperones are permitted on field trips. Parents may not attend if they were not selected to be a chaperone. Absolutely no other children are allowed to attend if you are a chaperone.

FINGERPRINTING CLEARANCE FOR SCHOOL VOLUNTEERS

School volunteers are not mandated by law to be fingerprint cleared. The Diocese of Fresno requires all schools to fingerprint and clear certain volunteers with the following assigned responsibilities:

1. All school volunteers who have unsupervised access to students. This includes unsupervised volunteers at school, at school-sponsored events, and on field trips (e.g. field trip drivers and chaperones);
2. All classroom volunteers whether they are supervised or not;
3. All volunteer coaches and assistant coaches whether they are supervised or not, and;
4. All overnight activity chaperones.

For this diocesan volunteer policy, “unsupervised” is defined to mean that a volunteer is not directly supervised by a school employee at all times when the volunteer has contact with students.

HOME/SCHOOL COMMUNICATION

Parents who wish to speak with their child’s teacher or the principal are asked to make an appointment by phone or note. Likewise, please arrange with the principal if you wish to observe in your child’s class. Teachers should be contacted at school not at home. Teachers can be reached through email and/or voice mail. Completed schoolwork is sent home from time to time according to individual teachers’ policies to keep parents informed. Progress reports are sent to parents around the mid-point of the trimester. These reports should be signed and returned so the teacher knows the parents have seen them. Unsatisfactory work notices may be sent home for academic or disciplinary reasons, and these are to be signed and returned to the teacher acknowledging receipt.

“Home School Mail” will be emailed home on Wednesdays. Please check for this mail and return.

HOMEWORK (approximate times)

Grades one and two	20 minutes	Grades three and four	30 - 45 minutes
Grades five and six	45 - 60 minutes	Grades seven and eight	60 - 90 minutes

A quiet time and place should be provided for study. Assignments are not always written. Learning to study should be the principle goal. Older students will sometimes have long-term assignments, which help them to grow in responsibility and to prepare for high school. Parents are responsible for checking Option C for missing homework assignments.

LIBRARY

We have an excellent library with a variety of resources. The library is available when the librarian is present or when a class goes as a group. The librarian has full authority to enforce school policies.

Behavior in the library is expected to be the same as in the classroom. Please encourage your child to return books when due. If a book is damaged or lost, it is the parent's responsibility to replace it.

LITURGIES

Daily prayer and religious instruction are required for all students. All students will respectfully participate in all school liturgies. School Masses are usually held at 9:00 a.m. on Fridays. Classes take turns preparing these services. Formal uniform dress is required on School Mass days (see uniform policy).

PARTIES

Class parties celebrating certain holidays are arranged by the head room parent. Head room parent will meet with teaches to schedule the annual parties. Invitations to private parties may not be passed out at school. If a parent of a birthday child wishes to send a treat to be shared with the class at morning recess, he/she should check with the teacher before doing so. **Parties must be approved by the teacher at least two weeks in advance.**

Section IX

Extracurricular Activities

SPORTS and EXTRACURRICULAR ACTIVITIES

Teachers/Moderators and coaches will determine eligibility for extracurricular activity based on the following standards:

1. Students must maintain a "C" average with no grade of "F".
2. Conduct, effort and home study in the classroom and on the campus must be a grade of "B" or better.
3. Good deportment and attitude on practice and playing field should be shown at all times. Eligibility will be reviewed at mid trimester and trimester periods. Administration reserves the right to detain students on game days or special activity days for disciplinary reasons.
4. Sports program is primarily for the seventh and eighth graders. At times, younger students may be called up to fill teams.
5. All students who play in any sport or participate in any extracurricular program must maintain a 2.0 grade point average or better. All sports participating students will receive a uniform. Please keep uniforms clean and return washed at the end of each sport.

All students will wear a St. Rose-McCarthy visor or cap when needed for any sport. No other visors or caps may be worn.

PHYSICAL EDUCATION (P.E.)

All students are expected to participate in P.E. activities. In order to be excused, a written note must be provided by the parent. For prolonged or repeated excuses from P.E. a note from the physician is required. Sixth through eighth grade students must be dressed in P.E. uniforms (see uniform policy).

STUDENT COUNCIL

The purpose of this organization is to promote good citizenship, to encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of Christianity and democracy, to promote responsible leadership, and to advance the welfare of the school and its members in every possible manner.

TEXTBOOKS/SCHOOL FURNITURE

Textbooks which are furnished to the students must be covered. Students will be provided with SRM book covers. **Plastic self-adhesive covers and fabric covers are not allowed.** Reasonable allowances will be made for wear but a student must pay for any unnecessary damage to a book. If a book is lost, a student must pay for it immediately and receive another in order to keep up with his/her school work.

Students are responsible for care and cleanliness of their desks and chairs. Writing or defacing is not allowed.

COLLECTION OF MONEY

No money is to be collected at school without the permission of the principal. No student may sell anything at school. (This includes Scout sales, 4-H sales, etc.)

YARD DUTY

The school administration and staff are responsible for supervising the students in the school yard.

These staff members develop continued rapport with the students on a daily basis and provide consistent supervision in keeping with the safety and acceptable behavior of students.

CHILD ABUSE REPORTING

St. Rose-McCarthy Catholic School and its employees shall comply with the reporting requirements of the California Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse, and emotional maltreatment) to a child protection agency.

NOTICE OF HARASSMENT AND CHILD ABUSE POLICIES

St. Rose-McCarthy School is committed to provide a Christian learning environment that is free from any form of illegal harassment. St. Rose-McCarthy School will treat allegations of illegal harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. (Diocesan Policies 3710 & 3711).

St. Rose-McCarthy School and its employees comply with the reporting requirements of California's Child Abuse Reporting Law. The school will immediately report any known or reasonably suspected incidents of child abuse to a child protection agency. (Diocesan policy 4710).

Section X

Grading and Report Cards

GRADING AND REPORT CARDS

GRADING SYSTEM

We follow the Diocese of Fresno grading system found in the report card.

A	=	93% - 100%	Excellent	C	=	73% - 77%	Average
A-	=	90% - 92%	Superior	C-	=	70% - 72%	Below Average
B+	=	88% - 89%	Very Good	D+	=	68% - 69%	Barely Passing
B	=	83% - 87%	Good	D	=	63% - 67%	
B-	=	80% - 82%		D-	=	60% - 62%	
C+	=	78% - 79%	Upper Average	F	=	0% - 59%	Failure
E = Achieving at other grade level							

REPORT CARDS

Report Cards are given each trimester (three times a year). The report indicates the student's progress, how well he/she is progressing or the difficulty in which he/she may be experiencing. Mandatory parent-teacher conferences are held at the end of the first trimester. Additional conferences may be requested by parent or teacher at any time. Please do not call the teachers at their homes. An "incomplete" grade will be given to any student must be made up within two weeks or an "F" grade will be given for the missed work.

HONOR ROLL

Students in grades three through eight who maintain an "A" or "A-" average will be recognized by placement on the "A Honor Roll" for each trimester in which the average is maintained. Students who achieve a "B" average will be recognized by placement on the "B" Honor Roll". Computation of the average will be based on the assignment of points indicated below. An average of 3.75 or higher is required for the "A Honor Roll" and 3.0 or higher for the "B Honor Roll". A grade of lower than C- in any subject disqualifies a student from the honor roll. All students must maintain a "B" or better grade in conduct, homework, and effort.

A	=	4.0	C+	=	2.3
A-	=	3.75	C	=	2.0
B+	=	3.3	C-	=	1.75
B	=	3.0	D	=	1.0
B-	=	2.75	F	=	0

PROGRESS REPORTS

Progress reports are sent to the parents approximately halfway through the trimester. These reports are sent to alert the parents to the possibility of low or failing grades or lack of effort. The purpose of the progress report is to allow the student sufficient time to improve before the trimester grades are given. Please check Option C to monitor your child's progress.

SERVICE REQUIREMENT

Fifth – seventh grade students are required to complete at minimum 3 hours of community service each trimester, with a total of 9 hours each year. Hours must be preapproved by classroom teacher. Work can begin during the summer before the year starts without teacher approval, but 2 hours max over the summer will be accepted.

GRADUATION SERVICE REQUIREMENT

Students must complete 20 hours of community service during their eighth grade year. Service hours should begin during the summer preceding eighth grade. At minimum, 5 hours should be completed during the summer, and each trimester for a total of 20 hours. Service hours are coordinated through teacher guidance.

Section XI

Uniform Policy

UNIFORM POLICY

Uniforms may be purchased through the Dennis Uniform Company. Slacks and shorts may also be purchased from Dennis Uniforms in Fresno, or from the department store school uniform clothing line from Penney's, Sears, Walmart, or Target.

Uniforms which have been "recycled" are available in most sizes at the school Dominican House across the street from the school office. Appointments may be made through the school secretary. Our "recycle" program would appreciate your donation of outgrown uniforms.

GIRLS REQUIRED UNIFORM

Christopher plaid skort, cuffed shorts (knee length *no shorter than the mid-thigh)

White socks (ankle socks and crew socks or knee highs) - **(no logo's and no "no show socks")**

Navy blue cardigan sweater w/school emblem

K - 5 Hunter green polo shirt with school embroidered logo **(tucked)**

6 - 8 Navy polo shirt with school embroidered logo **(tucked)**

Black athletic lace, velcro, slip on shoe, or Mary Jane shoes with rubber sole **(white and/or grey trim is acceptable)**

NO sandals, high heels, high tops, or platform sole shoes are to be worn.

OPTIONS

Navy blue sweater vest or pullover sweater w/logo patch

White **non logo** undershirt or turtleneck shirt underneath

TK-5 Navy walking shorts with black belt simple buckles

6-8 Khaki walking shorts with black belt simple buckles

TK-5 Navy blue twill slacks with black belt simple buckles (no cargo pockets)

6-8 Khaki twill slacks with black belt simple buckles (no cargo pockets)

White tights

SRM sweatshirt

BOYS REQUIRED UNIFORM

Khaki twill pants. Uniform pants and shorts must be in traditional fit—not baggy no cargo pockets.

Black belt with simple buckles (preschool, kindergarten and 1st grade optional)

TK-5 Hunter green, short sleeved polo shirt with embroidered school logo **(tucked)**

6-8 Plain navy blue short sleeved polo shirt with embroidered school logo **(tucked)**

Navy blue cardigan sweater w/school emblem

Black athletic lace, velcro, slip on shoe **(white and/or grey trim is acceptable)**

White socks (ankle socks or crew socks) - **(no logo and no "no show socks")**

NO sandals, slip on shoes, high tops or boots are to be worn.

OPTIONS

Navy blue sweater vest or pullover sweater w/logo patch

Khaki twill walking shorts no cargo pockets with black belt and simple buckle

Khaki twill slacks/walking shorts with elastic waist bands for **Preschool & Kindergarten only**

TK-5 Long sleeve hunter green polo shirt with embroidered school logo

6-8 Long sleeve navy polo shirt with embroidered school logo

White **non logo** undershirt or turtleneck shirt under polo

SRM sweatshirt

Outer Wear

School jackets are encouraged, not required. Jackets must be solid **blue or black**. Flannel shirts, or jackets with insignias or logos are not allowed. Scarves must be simple Christopher plaid, hunter green, white, black, or navy blue in color. Sweaters or official school sweatshirts may be worn in the classrooms.

FRIDAY MASS AND SCHOOL LITURGIES UNIFORM

- ❖ All students are expected to be in their complete school uniform for Friday Mass and School Liturgies.
- ❖ Girls are to wear skorts and boys must wear long pants.
- ❖ SRM sweaters may be worn in cold weather. Sweatshirts may not be worn in the Church.

P.E.

Grades (6-8)

- ❖ Navy blue athletic shorts (no shorter than mid-thigh)
- ❖ Grey tee-shirt
- ❖ White socks
- ❖ Athletic shoes (bring shoes to be worn for P.E.)
- ❖ Navy sweat pants may be worn in winter

If you like, you may also purchase our **SRM P.E. Uniform** (shorts & shirt w/school logo) at the following location:

A Design For You, located at 316 E. 4th St. Ste.#B, Hanford

Call 582-6200 or email Cheryl Zeman at cheryl@alphadesign4u.com

Cheryl also sells the dark blue P.E. shorts plain, without our logo, if you have difficulty finding appropriate length shorts.

Students in grades 6-8 **must** dress out for P.E. Students in all grades should have safe/rubber sole shoes for P.E.

FREE DRESS

On free dress days students may wear appropriate school clothing. **Not Acceptable:** bare midriffs, baggy styles, spaghetti straps, athletic style shorts, tank tops, inappropriate, slogans, images, logo tee shirts. Shorts, shirts, dresses no shorter than mid-thigh. No sandals or sling type shoes, or flip flops. All shoes must have a back strap.

The above listed items are the ONLY items allowed to be worn. Any item not listed is NOT allowed, including, but not limited to the following:

1. Make-up is not allowed. This includes nail polish unless it is clear. No decals, artificial nails etc.
2. Long dangling earrings are inappropriate for school wear and may not be worn.
3. Post earrings that do not dangle are permissible. Only one earring per ear.
4. Boys may not wear earrings.
5. No distracting jewelry may be worn.
6. Boys hair must be above collar and ears and not in their eyes. Boys and girls are to have neat and clean hair styles. Hair must be the student's natural hair style. No extreme or faddish styles will be allowed. Girls hair attire must be simple Christopher plaid, hunter green, white, black, or navy blue in color.
7. Skorts and walking shorts must be no shorter than mid-thigh.

8. No platform sole, high heel, high tops, or open toe/heel type shoes are to be worn.
9. All polo shirts are to be tucked in.
10. Pants must be worn around the waist.
11. Uniforms must be clean with no holes.

CONSEQUENCES FOR VIOLATION OF UNIFORM POLICY

1st Offense - Verbal Warning

2nd Offense - Student Discipline Ticket issued for 1st minor infraction

3rd Offense - Student Discipline Ticket issued for 2nd minor infraction. Parent called for change of clothes if necessary.

4th Offense - Student Discipline Ticket issued. The 3rd infraction results in a major violation w/noon detention and parent communication.

Section XII

Extended Care Program

ST. ROSE-McCARTHY EXTENDED CARE PROGRAM

St. Rose-McCarthy School has an extended care program available for all school families. This program was started in response to the need for a safe, affordable child care option.

Students who arrive prior to 7:45 must go directly to extended care. There is no supervision on the grounds before 7:45 a.m.

Students who are not picked up by 3:15 p.m. will be taken to the Extended Care for supervision. Parents will be charged for this service.

Under no circumstances are children to be in Lacey Park or waiting in other areas (Florinda St., Parish Office or Hospital) unless with a coach or teacher. This is an important safety regulation.

Any child remaining after school for extracurricular activities will be taken to Extended Care at the conclusion of the activity unless other arrangements are made by the parent. Parents will be charged.

ORGANIZATIONAL STRUCTURE

The St. Rose-McCarthy Extended Care Program is defined by the State of California as an Extended Day Care Program, an extension of the regular school day. As such, the St. Rose-McCarthy Extended Care Program is under the supervision of the principal and policies of the Advisory Council. The students in the St. Rose-McCarthy Extended Care Program are covered under the school student insurance. St. Rose-McCarthy School reserves the right to admit, readmit, or deny admission to any student.

St. Rose-McCarthy School does not discriminate on the basis of race, color, and national and/or ethnic origin, age, gender, or disability in the administration of educational policies, athletic and other school-administered programs.

St. Rose-McCarthy Extended Care Program follows the guidelines set forth in the Student-Parent Handbook and the Diocesan Administrative Handbook.

EXTENDED CARE PROGRAM

St. Rose-McCarthy Catholic School provides a child care program for our students. The extended care is available after every school day except minimum days before Christmas and, Easter holidays and the last day of school. Children must be picked up by 5:30 p.m. A late fee of \$5.00 every 10 minutes, per child will be assessed for late pickups.

HOURLY RATES:

AFTER SCHOOL: \$3.00 per hour - per child (one hour minimum charge)

BEFORE SCHOOL: 7:00a.m. - 7:45a.m. \$3.00 per day per child

Families will be billed at the first of the month for hours incurred the previous month.

LATE & RETURNED CHECK FEES

Child care staff members are employed until 5:30 p.m. A fee of \$5.00 every 10 minutes, per child, will be assessed for late pick-ups.

A \$25.00 charge will be assessed for all returned checks.

BEHAVIORAL EXPECTATIONS

Students are expected to follow all school rules and regulations. Behavior will be documented and continued misbehavior will result in the student being dismissed from the program.

Inappropriate behavior such as fighting, obscene language or gestures, continued willful disobedience, or defacing of property, will be documented using the Student Discipline Ticket and may result in a student being dismissed from the program.

SIGN-IN & SIGN-OUT PROCEDURE

Children are signed in at 3:15. Children must be signed out by a parent or an authorized person.

SICK CHILDREN

Children who have been absent from school or sent home ill are not accepted that day into Extended Care Program. Children with runny noses (other than clear), continuous cough, red throat, pink sticky eyes, unexplained rashes, swollen glands, head or stomach ache, unexplained open sores, or fever, within twenty-four (24) hours, will not be accepted in the Extended Care Program. When a child becomes seriously injured at the Extended Care Program, the parent will be notified immediately, and will be expected to pick up their child immediately.

Parents **MUST** provide the program with viable emergency phone numbers on their registration forms. Only medication which is clearly labeled may be administered by the staff. Medications must be accompanied with a medication form signed by the attending physician.

EMERGENCY PROCEDURES

In the event of a major emergency, the St. Rose-McCarthy staff will follow the same procedures used by the school. We will release children as indicated on your emergency forms.

IMPORTANT PARENTAL RESPONSIBILITIES

With the children's safety and wellbeing in mind, it is most important that the parent fill out an emergency card, and then adhere to the instructions given. One of the most important regulations concerns the child leaving the premises of the Extended Care Program. Parents and guardians should not send persons whose names are not on the emergency card to ask for the release of children unless a written note was sent with the child to the program. **FOR THE CHILD'S SAFETY, THE RELEASE WILL NOT BE GRANTED.**

TOYS FROM HOME

We are not held responsible for after school play toys brought from home. If a personal toy becomes a problem source, it will be confiscated until the child leaves for home.

MISCELLANEOUS

Please label all your children's clothes, even uniform clothing. Clothing and school supplies are easily lost. If items are left and not claimed, they will be taken to the school office.

SNACKS / LUNCH

Snacks are provided daily at the Extended Care Program. Be sure to let us know of any food allergies your child may have.

On minimum school days, children who are to go to the Extended Care Program should bring their lunch from home.

EXTENDED CARE PROGRAM SCHEDULE

(Students not picked up by 3:15 will report to Extended Care)

3:15 – 5:30 Homework/reading/study time; playground; outdoor and indoor games; snack is provided during this time.

ALL STUDENTS MUST BE PICKED UP BY 5:30 P.M.

Extended Care is held in back of the Kindergarten classroom.
In inclement weather it is held in the Dominican House next to black top.

EXTENDED CARE PROGRAM CHARGES

Regular Days: 3:00 – 5:30 p.m.

3:15 - 4:15 = \$3.00 (1 hour minimum charge)

4:16 - 4:45 = \$4.50

4:46 - 5:15 = \$6.00

5:16 - 5:30 = \$7.50

\$5.00 every 10 minutes will be added after 5:30 p.m.

Minimum Days: 12:00 – 5:30 p.m.

12:15 - 1:15 = \$3.00

1:16 - 1:45 = \$4.50

1:46 - 2:15 = \$6.00

2:16 - 2:45 = \$7.50

2:46 - 3:15 = \$9.00

3:16 - 3:45 = \$10.50

3:46 - 4:15 = \$12.00

4:16 - 4:45 = \$13.50

4:46 - 5:15 = \$15.00

5:16 - 5:30 = \$16.50

All information addressed in this handbook is at the discretion of the principal and/or pastor.

Section XIII

School Lunch Program

ST. ROSE-McCARTHY SCHOOL LUNCH PROGRAM

St. Rose-McCarthy School contracts with Hanford Elementary School District to provide students a hot lunch. Lunch is available for purchase each standard school day. Lunch will not be served on minimum days. A menu will be provided in advance for families to review. If a meal is not purchased, students will need to bring their own lunch to school. Milk is also available for purchase.

Pre-paid monies must be deposited into the student's account in order for the child to receive a lunch. The bookkeeper will notify parents when their lunch account needs to be replenished.

State Free and Reduced Price Meal Program: Hanford Elementary School District participates in the National School Lunch Program. An application form is sent home with each student the first day of school (or upon registration). If for any reason you did not receive an application, and you feel you might qualify, application forms are available in the school office.

Please note, although you may qualify, you are not eligible for free/reduced meal prices until you have a completed application on file.

Cost of Hot Lunch

Lunch (including Milk)

Full Pay-\$3.00

Reduced-\$0.40

Free-No Charge

Milk only-\$0.30/milk

Section XIV

Parent Club Board Members Advisory Council Board Members

PARENTS CLUB BOARD 2017-18

Jake Robinson, President
Onan Champi, Parliamentarian
Lisa Askins
Cassandra Bondoc
Luke Robinson
Cynthia Torrence

ADVISORY BOARD 2017-18

Lisa Knapp, President
Jim Carpenter
Onan Champi
Martin Garcia
Carli Muir
Paula Rios
Fr. Michael Moore
Jamie Perkins, Principal

