



## **PARENT-STUDENT HANDBOOK 2021-22**

**St. Rose-McCarthy Catholic School**

**Diocese of Fresno**

**1000 N. Harris Street**

**Hanford, California, 93230**

**559-584-5218**

**Website: [www.strosemccarthy.com](http://www.strosemccarthy.com)**

**Facebook: <https://www.facebook.com/strosemccarthy/>**

**Twitter: @strosemccarthy**

**Instagram: strosemccarthy**



## Letter of Welcome

Dear St. Rose-McCarthy School (SRM) Parents, Students, & Community,

As we embark on a new school year it is vital that I communicate all policies and rules so that we may collectively enjoy all that SRM has to offer without distractions or disruption. As a principal and educator, it is my responsibility to run this school by following the gospels given to us by God. The Book of James says, "Wisdom from above is first pure, then peaceable, gentle, willing to yield, full of mercy and good fruits, without a trace of partiality or hypocrisy." My vocation calls me to follow God first and try to impact on our children God's immense love and forgiveness. We are a school where children make mistakes, where parents, teachers, and even the principal make mistakes. We must approach each incident, wrongdoing, and disrespect with appropriate consequences, but also time and space for our students to LEARN from their wrongdoings. I choose to lead with grace, and I hope and pray you will join me in collectively agreeing to follow the rules and policies set forth in this handbook.

Please know that each child, parent, and educator deserve respect and even in wrongdoing will be allowed to speak regarding circumstances. Be aware that with this respect it is also a school policy that unless you are the parent of the child I am disciplining, I cannot discuss circumstances or consequences. Even if your child was the victim of the wrongdoing, I will still maintain confidentiality. This is to protect our children and the processes of our school.

Please let me know if you have any questions regarding anything written in this handbook.

I look forward to continuing to partner with you as the primary educators of your children.

God bless you now and always,

*Rachael Manzo*

Rachael Manzo  
SRM Principal

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## Important Information Regarding Enrollment and this Handbook

### SCOPE of this HANDBOOK

Enrollment at St. Rose-McCarthy Catholic School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

### PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that St. Rose-McCarthy Catholic School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein and intend to cooperate fully with St. Rose-McCarthy Catholic School and its personnel as educational partners. **Students may not attend class or participate in any school activities until the agreement is signed.**

### RIGHT TO AMEND

St. Rose-McCarthy Catholic School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Rose-McCarthy Catholic School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school. The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Rose-McCarthy Catholic School ***if the parent/guardian expects the student to remain in good standing with the school.***

### GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at St. Rose-McCarthy Catholic School based on an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community. To continue enrollment at the school, a student must be in "good standing." A student considered to be in "good standing" is one who has not become subject to dismissal for academic reasons, one whose

record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. **The school reserves the right to refuse registration or re-registration.** When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student's enrollment.

#### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian 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 any Parent/Student Handbook and contract of the school.

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/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.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Fresno and St. Rose-McCarthy Catholic School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at St. Rose-McCarthy Catholic School and/or parish in regard to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g., extended care, licensed childcare programs, athletics, field trips, etc.).
6. **The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook.** Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

## About St. Rose-McCarthy Catholic School

### 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 STATEMENT

St. Rose-McCarthy Catholic School, 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.

### STUDENT LEARNING EXPECTATIONS (SLEs)

**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!**

### HISTORY

St. Rose-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 laptop, 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 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. The summers of 2016 & 2017 were very busy! The school office and faculty room were repainted and redecorated. The K-8<sup>th</sup> 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. The exterior of the main campus of the school was painted, dashed, and new rain gutters were installed. Scripture passages have been painted in each classroom and the interior of the Dominican House was spruced up. St. Rose-McCarthy School is well maintained, and the office displays a beautiful Student Art Gallery which welcomes visitors to the campus.

#### ACCREDITATION

St. Rose-McCarthy Catholic School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

#### NONDISCRIMINATION POLICY

St. Rose-McCarthy Catholic School, in the Diocese of Fresno, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Rose-McCarthy Catholic School in the Diocese of Fresno does not discriminate based on sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

## **School Structure and Organization**

#### OFFICE OF CATHOLIC EDUCATION

The Office of Catholic Education (OCE) endeavors to support the mission of the Diocese of Fresno in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The OCE is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The OCE is comprised of a Superintendent, an Assistant Superintendent for curriculum and instruction, an Assistant Superintendent for finance, mentoring, and overall school management and an Office Manager.

#### SUPERINTENDENT

The Superintendent oversees the entire program of the OCE.

#### SCHOOL GOVERNANCE

St. Rose-McCarthy Catholic School is a Diocesan Administered Parish School. The Superintendent, in collaboration with the Pastor, is the chief Administrator of Diocesan Administered Schools.

#### PRINCIPAL

The school principal is delegated by the Pastor in a Pastor Administered Parish School or by the Superintendent in a Diocesan Administered Parish School to serve as the educational leader of St. Rose-McCarthy Catholic School, responsible for managing the policies, regulations, and procedures to ensure

that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of St. Rose-McCarthy Catholic School.

ADMINISTRATIVE TEAM

Two members of the faculty, in addition to the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor of a Pastor Administrated Parish School, or the Superintendent of a Diocesan Administered Parish School. A directory of faculty and staff may be found on the school website.

CATHOLIC SCHOOL ADVISORY COUNCIL

The local Catholic School Advisory Council consists of the superintendent, principal, and eight to twelve members of the school or parish community, including a parent club officer and a rotating faculty representative. The Advisory Council works interactively with the principal to fulfill the Council’s advisory consultative responsibilities regarding the school’s Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

SCHOOL ADVISORY COUNCIL

Advisory Members 2021-22

Jim Carpenter

Onan Champi

Martin Garcia

Veronica Haile

Carrie Ortiz

Luke Robinson, Finance Council Representative

Michael Cardoza, Finance Council Representative

Ronnie Wrest

Fr. Joseph Govindu

Susan Parolini, Bookkeeper

Rachael Manzo, Principal

Joan Bouchard, Superintendent

**Schedule**

**SCHOOL HOURS**

**Regular Schedule**

School Begins 8:00 a.m.

School ends 3:00 p.m.

**Minimum Schedule**

School Begins 8:00 a.m.

School ends 12:00 p.m.

**DROP OFF AND PICK UP**

Enter through the south gate on Harris Street. Staff will give directions and will assist students when entering and exiting the vehicle.

## **FOGGY DAY SCHEDULE**

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

## **TARDY POLICY**

Student should arrive to school no later than 7:55 p.m. 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 a.m., 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 schoolwork 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 schoolwork 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 number 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.

## **Admission, Registration, and Financial Policies**

#### PARTNERSHIP of SCHOOL and FAMILY

St. Rose-McCarthy Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to St. Rose-McCarthy Catholic School is a privilege, not a right. Parents have a right to apply to St. Rose-McCarthy Catholic School for admission of their child (ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Rose-McCarthy Catholic School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will try to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

#### ADMISSION PRIORITIES

The order of priority for acceptance to St. Rose-McCarthy Catholic School follows:

1. Continuing students in good standing at St. Rose-McCarthy Catholic School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of families attending St. Rose-McCarthy Catholic School
3. New Families



### PROBATIONARY ADMISSION

All students are admitted to St. Rose-McCarthy Catholic School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

### AGE for ADMISSION

- As a rule, a child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 30<sup>th</sup> of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to kindergarten who is 5 years of age on or before September 30<sup>th</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 30<sup>th</sup> of the current school year.

### DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

### PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

### IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

Required immunizations for grades K – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).

- Students entering 7<sup>th</sup> grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."

- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

**APPLICATION PROCESS**

New student enrollment applications may be found on the school website or in the school office. We encourage families to meet with the principal and tour our school prior to applying. We do everything we can to ensure the enrollment process goes smoothly.

**REGISTRATION FEE (our registration fee is due on July 10<sup>th</sup>)**

This fee helps offset various costs including testing, student insurance, a student planner, and textbook use.

- A non-refundable registration fee of \$150.00 for each new student is due and payable upon by July 10<sup>th</sup>; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than July 10<sup>th</sup>; priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of \$25.00 will be assessed.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Rose-McCarthy Catholic School.
- A penalty fee of \$50.00 per hour per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

**TUITION**

2021-22 Tuition Rate:

1 child in school	\$5,128.00 per year
2 children in school	\$9,702.00 per year
3 children in school	\$10,309.00 per year
4 children in school	\$10,915.00 per year

### OTHER FEES

Class Fee: \$50.00 per student

FACTS Tuition Management Fee: \$20.00

### Technology Fee:

Kindergarten \$60.00

1<sup>st</sup> - 6<sup>th</sup> grades \$85.00

7<sup>th</sup> - 8<sup>th</sup> grades \$90.00

### REGISTRATION POLICY

Registration fee is due July 10<sup>th</sup> and is not refundable.

REGISTRATION FEE: Grades K – 8<sup>th</sup> \$150.00 per child

### 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 delinquencies.

**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 5<sup>th</sup> of each month. **PAYMENTS WILL BE CONSIDERED DELINQUENT IF THEY ARE NOT RECEIVED IN THE SCHOOL OFFICE BY THE 10<sup>TH</sup> OF EVERY MONTH.** If the 10<sup>th</sup> 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 first day of school)
2. Two Installments (August 10<sup>th</sup> and January 10<sup>th</sup>)
3. 10 monthly installments (August-May)
4. 11 monthly installments (August -June)

### PAYMENT

All payments for tuition, registration fees, daycare, and all other fees are to be paid per your tuition agreement with FACTS.

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

There will be a \$30.00 service charge for **ANY CHECK** returned by the bank for insufficient funds.

In addition, SRM Tuition Policy includes the following:

- a. At any time during the school year, SRM may discontinue the enrollment of student(s) whose families have not made sufficient payment toward a delinquent account.
- b. Families with delinquent accounts will not be allowed to register for the following school year until the delinquent accounts are fully paid.

- c. Parents will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due.
- d. Withdrawal before the end of the school year requires full payment of contract and all its terms.

***All monies owed to the school must be paid before a student can enroll for the following year.***

**FINANCIAL AID**

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 grade point average and good citizenship.
- 3. The parents must make a commitment to cooperate in school functions and activities.
- 4. An application for tuition assistance must be submitted each year. This application must be submitted on or before April 15<sup>th</sup>.
- 5. Late tuition will not be accepted. (Loss of tuition assistance may occur).
- 6. Good Shepherd Fund is financial assistance for new families to St. Rose-McCarthy School. Applications are available on the school website.
- 7. Fresno Diocese OF, OF, OF tuition assistance is also available for all families that apply. See the school website for application information.

**COST of EDUCATION**

Tuition and fees do not cover the actual cost of educating a child at St. Rose-McCarthy Catholic School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so.

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.

**OTHER ENROLLMENT 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 June 1<sup>st</sup>. Parent participation hours can be completed through the various fundraisers or general maintenance opportunities from June 1<sup>st</sup> to May 31<sup>st</sup> of the following year.

Required Parent Fundraisers:

- De Campos Dinner – 8 hrs. minimum (4-6 in preparation for the event, and 2-4 for set up or clean up)
- Pancake Breakfast – 3 hrs. minimum
- 1 Clean up shift at any fundraiser

Other Fundraising opportunities:

- See’s Candy sales (TBD)
- Golf Tournament (TBD)
- Taco Fiesta Dinner (TBD)
- Drive Thru Dinners (TBD)

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 31st of the current school year.**

Parents who sign up for parent participation hours are responsible for those hours. Notice must be given to the school secretary or bookkeeper 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.

<b><u>Position/Chair</u></b>	<b><u>Fundraising Hours</u></b>
Ticket Sales Manager (1)	Waived
Pancake Breakfast (1)	Waived
Golf Tournament (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:

<b><u>Event:</u></b>	<b><u>Ticket Sale Credit to Parent</u></b>
• De Campos Dinner	\$30.00
• Pancake Breakfast	\$10.00
• Golf Tournament	\$25.00
• Drive Thru Dinners	\$10.00

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 31st, or you will be billed for this fee.

**WITHDRAWAL**

Two weeks’ notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

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, and Ticket Purchases will be pro-rated on the final account statement in the month of withdrawal.

**PRO-RATING**

Tickets	\$160.00 ÷ 42 weeks = 3.91 per week
Parent Obligation Hours	\$2,000 ÷ 42 weeks = \$48.78 per week

**Extended Care Program**

The Extended Care Program at St. Rose-McCarthy Catholic School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary day care in a Christian environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at St. Rose-McCarthy Catholic School for an additional fee.

**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 Catholic School reserves the right to admit, readmit, or deny admission to any student. St. Rose-McCarthy Catholic School does not discriminate based on 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 Parent-Student Handbook and the Diocesan Administrative Handbook.

**HOURS and DAYS**

The Extended Care Program is available after school from 3:15 p.m. to 5:30 p.m. The Extended Care Program operates only on regular school days and is not available on holidays, vacations, or in the summer months.

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 circumstance 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.

### MINIMUM DAYS

The Extended Care Program is available on minimum days from 12:15 p.m. to 5:30 p.m. for students. All children must bring lunches on minimum days as no lunch program is available. Extended care is available after every school day except minimum days before Christmas, Easter holidays, and the last day of school.

HOURLY RATES:           \$5.00 per hour for each child  
AFTER SCHOOL:        3:00 p.m. – 5:30 p.m.   \$5.00 per hour - per child (one-hour minimum charge)

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

### EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus after 3:15 p.m. must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 7:35 a.m. or leave school unsupervised at any time to avoid signing into the Extended Care Program.
- If a student remains at school after 3:15 p.m., he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15 p.m. to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15 p.m. unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend St. Rose-McCarthy Catholic School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program. Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school (or 12:30 p.m. on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 5:30 p.m., parents will be charged a late fee of \$1.00 per minute, per child. After three instances of late pickup after 5:30 p.m., parents must meet with the principal and develop a plan for pickup.

- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.
- 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 the Student Information Emergency form.

#### EXTENDED CARE PROGRAM CONTACT

- During office hours 7:30 a.m. – 5:30 p.m. (559) 584-5218 ext. 21

#### 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 stomachache, 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.

#### 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 Extended Care Program should bring their lunch from home.

#### 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.

## **Communication**

#### SCHOOL CONTACT

School Office: (559) 584-5218  
 Extended Care: (559) 584-5218 ext. 21  
 Website Address: [www.strosemccarthy.com](http://www.strosemccarthy.com)

#### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the student's emergency card in the school office and in FACTS.

#### CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.



### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies forgotten homework, lunches, or social arrangements after school.

### COMMUNICATION from the SCHOOL

The school website is the school's primary mode of communication. This site is for parents to have access to announcements, week-at-a-glance calendars for the school, SRM News, forms, lunch menus, etc.

- Grades, homework, and progress reports for students in grades 3-8<sup>th</sup> can be accessed through FACTS, which is a login-protected site. It will be updated by 8.30 P.M. every Saturday for grades 3-8. Please check FACTS daily to receive the most up-to-date information and announcements. Grades and progress reports for grades 3-8 are updated on a regular basis. Progress Report dates are posted on the school website's Google School Calendar.
- The SRM News is emailed to all parents by Monday of each week and is also posted on the school website.
- Teachers send home specific communications about special events taking place in the classroom, field trips, and homework on a weekly basis. **Please check your child's backpack regularly so you do not miss an important announcement.**

### CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone unless directed by the teacher.

### E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators **when time and/or confidentiality are not critical factors.**
- E-mail is **not** an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is **not** an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- **E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.**
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should **not** be used when the sender is upset.

### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will **not** be delivered to the classroom but may be picked up by a parent.

### BACK to SCHOOL NIGHT

This evening is typically held a few weeks after school begins. The event hours are 6:00 p.m.-7:00 p.m. Parents attend to see their child's classroom(s) and meet the support staff.

### PROCESS for CONFLICT RESOLUTION

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

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation with the pastor, it is the responsibility of the principal to render the final decision.
- If irreconcilable differences remain, request to meet may be made to the OCE only when all steps above have been followed. The OCE will address the request according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local Advisory Boards and parent organizations are **NOT** part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## Visiting the School and Volunteering

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Rose-McCarthy Catholic School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.

- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

### VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST be fingerprinted** (fee due at the time of fingerprinting) AND have clearance through the Safe Environment Program AND be free from infectious tuberculosis. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is REQUIRED that this clearance be on file BEFORE anyone can volunteer in any capacity. ***Volunteering is a privilege granted at the discretion of the principal.***

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Environment training: A link is available through the school website to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 5 years.
- Completed TB Questionnaire
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
  1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
  2. The privately-owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
  3. No vehicle larger than an 8-passenger vehicle may be used.
  4. The number of persons in a car should not exceed the number for which the car was constructed.
  5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already

occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.

6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. Drivers may not bring siblings or younger children.

#### VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Fresno must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Collaborate with other adults in service to children and/or youth.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact.
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact.
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth **will not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth.
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21.
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth.
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses).
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury).
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.

- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the principal; these must be checked for authorization by parent/guardian to release.

#### FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. **No other signed form can be substituted, and no phone call authorization can be taken.**
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing St. Rose-McCarthy Catholic School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

## **Curriculum**

St. Rose-McCarthy Catholic School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Rose-McCarthy Catholic School are developed and implemented in cooperation with the Office of Catholic Education of the Diocese of Fresno. The curriculum is carefully coordinated from kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to ensure that Diocesan standards are met. All subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

#### ESSENTIAL, CORE CURRICULUM

St. Rose-McCarthy Catholic School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, and religion.

#### ENRICHMENT CURRICULUM

Students participate in programs of study in foreign language, music, art, and computer technology as an enrichment of the academic curriculum.

#### MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an "M"; however, such notification will not indicate the reason for the

modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools' endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

#### STUDENT SUPPORT TEAM

A Student Support Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Support Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

#### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- St. Rose-McCarthy Catholic School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 3<sup>rd</sup> Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students several times throughout the school year.

#### FIELD TRIPS REQUIREMENT

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

#### 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.

## TEXTBOOKS

Textbooks which are furnished to the students must be covered. Brown paper bags may be used to cover books. **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 schoolwork. Students are responsible for care and cleanliness of their desks and chairs. Writing or defacing is not allowed.

## **Student Evaluation**

### PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of FACTS to monitor student progress and to take the initiative to contact teachers should they develop a concern.

### STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Fresno use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four or more times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

### HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework should be assigned for a reason (see above) and be *reasonable*; if 10 problems will address the reason for the homework, a teacher should not assign 20 unless reasonable practice of a skill is the reason for the homework. Homework must NEVER be punitive and may NOT be assigned to an entire class because of behavior of a few or many.

Homework will be assigned on a regular basis Monday through Thursday. Written homework should not be assigned over the weekends and/or holidays except for assignments not completed and/or special projects; a teacher should always provide time before and after a weekend or holiday so as not to impact unnecessarily student and family use of this recreational time. Homework time allotment *guidelines* per school day for Catholic schools within the Diocese of Fresno are as follows:

Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	20 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-45 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	45-60 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-90 minutes

Actual homework time will vary by student, the amount of time to do homework during the school day, etc. In grade levels where students have more than one teacher, those teachers should be sensitive to the assignments given in other classes, so the homework total is not excessive. A quiet time and place should be provided for study. Assignments are not always written. Learning to study should be the principal 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.

### MISSED HOMEWORK DUE TO ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's schoolwork.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process.

### TUTORING

- All tutoring for pay must take place off campus.
- Teachers may not tutor for pay any students in their own classes.

### GRADING

Grades K, 1, & 2

- 4 = Understanding goes beyond grade level expectation
- 3 = Demonstrates skill/concept independently
- 2 = Demonstrates skill/concept with some guidance
- 1 = Demonstrates skill/concept with direct guidance
- X = Not introduced yet

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

A	=	93% - 100%	Excellent
A-	=	90% - 92%	Superior
B+	=	88% - 89%	Very Good
B	=	83% - 87%	Good
B-	=	80% - 82%	
C+	=	78% - 79%	Upper Average
C	=	73% - 77 %	Average
C-	=	70% - 72%	Below Average
D+	=	68% - 69%	Barely Passing



D	=	63% = 67%	
D-	=	60% - 62%	
F	=	0% - 59%	Failure

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 and 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 a 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 of the possibility of low or failing grades or lack of effort. The purpose of the progress report is to allow the student enough time to improve before the trimester grades are given. Please check FACTS to monitor your child’s progress.

CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students’ conduct, and effort in Grades K through 8 will also be evaluated.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for preschool – eighth grade at the end of the first trimester. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child’s progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

### ACADEMIC/BEHAVIORAL PROBATION

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

### PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.

### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible.

### ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

### VALEDICTORIAN/SALUTATORIAN

The Valedictorian of the graduating eighth grade class is the student who has earned the highest cumulated grade point average in his or her class, with no grade lower than a B. Included in this GPA calculation are all the core academic subjects from 6<sup>th</sup> through 8<sup>th</sup> grades. The Salutatorian is the student with the second highest cumulated GPA. All courses, in 6<sup>th</sup>-8<sup>th</sup> grades, must have been completed at St. Rose-McCarthy School.

### AWARDS

The following awards are available to eighth grade graduates:

- Presidential Academic Excellence Award –Gold Level  
Criteria are established by the President of the United States each year. The criteria include an A minus or higher in each academic subject including Physical Education and conduct in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.
- Presidential Academic Excellence Award – Silver Level

Criteria are established by the President of the United States each year. The criteria include a grade of B or better in each academic subject including Physical Education, as well as an A- or higher in conduct in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.

#### EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8<sup>th</sup> grade requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Completion of the SLE Portfolio
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15<sup>th</sup>

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

#### SERVICE REQUIREMENT (pending Covid-19 guidelines)

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 (2021-22 waived)

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.

## **The School Day and Attendance**

#### SCHOOL and OFFICE HOURS

School Hours: 8:00 a.m. to 3:00 p.m.

Office Hours: 7:30 a.m. to 3:30 p.m.

#### CLOSED CAMPUS

St. Rose-McCarthy Catholic School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

### DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Rose-McCarthy Catholic School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e., dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

### DROP-OFF and PICK-UP PROCEDURES

Parents are to enter through the south gate on Harris Street. All cars should drive slowly and wait for instructions from staff as to when to proceed. Staff will assist students when entering and exiting the vehicle.

### WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00 p.m. These days are noted on the calendar.

### ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30 a.m. on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken, and notifications sent home. Student confidentiality will be observed.

- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

#### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 7:55 a.m. A child is considered tardy if he/she is not in line or in the classroom by the 8:00 a.m. bell.
- The parent/guardian must sign-in the tardy student at the office; students must be taken directly to the office. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

#### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

#### ABSENCES AND MAKE-UP WORK

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's schoolwork.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for

grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process.

## **Appearance and Student Uniform Requirements**

### INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of St. Rose-McCarthy Catholic School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Rose-McCarthy Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

### 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 JC Penney's, Old Navy, My Children's Place, 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, boots, 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 1<sup>st</sup> 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, 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.

#### Headbands

Headbands must be simple Christopher plaid, hunter green, white, black, or navy blue in color.

#### 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 (5<sup>th</sup> – 8<sup>th</sup>)

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 sweatpants may be worn in winter

### 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 clothing with holes. 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:**

- Makeup is not allowed. This includes nail polish unless it is clear. No decals, artificial nails etc.
- Long dangling earrings are inappropriate for school wear and may not be worn.
- Post earrings that do not dangle are permissible. Only one earring per ear.
- Boys may not wear earrings
- No distracting jewelry may be worn
- 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.
- Skorts and walking shorts must be no shorter than mid-thigh.
- No platform sole, high heel, high tops, or open toe/heel type shoes are to be worn.
- Only school uniform sweatshirts may be worn.
- All polo shirts are to be tucked in.
- Pants must be worn around the waist
- Uniforms must be clean with no holes.

### CONSEQUENCES FOR VIOLATION OF UNIFORM POLICY

- 1<sup>st</sup> Offense - Verbal Warning
- 2<sup>nd</sup> Offense - Student Discipline Ticket issued for 1<sup>st</sup> minor infraction
- 3<sup>rd</sup> Offense - Student Discipline Ticket issued for 2<sup>nd</sup> minor infraction. Parent called for change of clothes if necessary.
- 4<sup>th</sup> Offense - Student Discipline Ticket issued. The 3<sup>rd</sup> infraction results in a major violation w/noon detention and parent communication.

## **Health and Safety**

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

### EMERGENCY INFORMATION FORM

Each child must have a completed Student Emergency Information form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on FACTS.

### SCHOOL INSURANCE COVERAGE

All St. Rose-McCarthy Catholic School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised



activities. The registration fee includes coverage by the Myers-Stevens and Toohy Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

### ILLNESS and NOTIFICATION

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**

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

### MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over the counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- No member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the

original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).

4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or misadministration of any kind.

#### MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form **MUST** be completed by the physician and parent each school year if the need continues.

#### ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or another designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

#### STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions

- how and when to tell an adult he/she may be having an allergy-related problem
- how to read food labels (if age-appropriate)

#### HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

#### MANDATED REPORTING

St. Rose-McCarthy Catholic School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

#### STUDENT THREATS OF HARM TO SELF OR OTHERS

St. Rose-McCarthy Catholic School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and always kept under adult supervision; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Office of Catholic Education, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

### PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 25 mph while driving on Harris Street in front of the school.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be always followed.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

### SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled, and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

## **Concussion Policy**

### CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea

- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

#### FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidence any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional. \*\*
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

### RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing schoolwork, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, no student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit Chrome Book use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

## **Emergency Procedures**

### EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated FACTS system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Rose-McCarthy Catholic School has arranged safe haven at St. Brigid Church, Adventist Hospital, and/or Lacey Park depending upon the type of emergency.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through FACTS, parent alert emergency features and/or school emergency phone contacts.
- No student will be released until all St. Rose-McCarthy Catholic School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

### EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place monthly. The school will follow instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place each trimester. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via FACTS, Parent Alert as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called, and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via FACTS, Parent Alert.
- For any other emergencies, the steps of the Emergency Care Plan above will be followed.

## **Student Discipline**

### GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at St. Rose-McCarthy Catholic School. A student is always considered and places a member of the St. Rose-McCarthy Catholic School student body. This is an honor and privilege and therefore, students must be

always conscious of their actions, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be always manifested. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. St. Rose-McCarthy Catholic School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

### EXPECTATIONS

Students at St. Rose-McCarthy Catholic School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel.
- To cooperate positively with fellow students, teachers, and school personnel.
- To always respect the person and the rights of all.
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision).
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body.
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To always respect parish and school property.

### ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principal forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

### VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

### BEHAVIOR GUIDELINES

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 always expected.
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.

#### RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

#### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

#### DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to lunch-detention and/or after-school detention by a member of the faculty or school administration. Detentions are served on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

#### SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

#### REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules.
  - refusal to follow directions.
  - refusal to answer when spoken to directly.
  - giving sharp, rude answers in a disrespectful tone of voice.
  - causing interruption in classroom procedures.
  - cheating, plagiarism, or dishonesty of any kind.
  - inappropriate behavior, language, or gestures.
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus.
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia.
4. Injury or harm to persons or property, vandalism, or serious threat to same.
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school.
6. Hazing.
7. Sale of any material on school grounds without proper authorization.
8. Unauthorized absence or continued tardiness.
9. Assault with, or possession of, a lethal instrument or weapon.
10. Serious theft or dishonesty.
11. Outrageous, scandalous, or seriously disruptive behavior.
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church.
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

### DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at St. Rose-McCarthy Catholic School; they are not available to students or parents.

## Information and Communication Technology Policies

### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

St. Rose-McCarthy Catholic School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, Snap Chat, among others). Millions of people, including students and parents, utilize one or more of these networks daily for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

### ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. Consequently, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be always observed:

- Any official organization of the school, such as School Advisory Council, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Rose-McCarthy Catholic School, or Parish, or the Diocese of Fresno."
- Students and parents should be ethical and responsible participants in social media. They should always attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

### PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

St. Rose-McCarthy Catholic School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected, and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

### ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, Chrome Books and other tablets, the wireless network, the network, the Internet, and all peripherals.

#### SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always St. Rose-McCarthy Catholic School students, both on and off campus, and that ALL electronic content is both public and permanent.
- St. Rose-McCarthy Catholic School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

#### USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

#### ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use the Chrome Book assigned to me and my other electronic devices in ways that are appropriate, educational, and meet St. Rose-McCarthy Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that the Chrome Book and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of the Chrome Book.
- I will never leave the Chrome Book unattended, and I will know where it is always.
- I will never loan out the Chrome Book or give my password to other individuals.
- I will not let anyone else use the Chrome Book.
- I will keep food and beverages away from my Chrome Book since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not place decorations (such as stickers, markers, etc.) on the Chrome Book or Chrome Book cover, or do anything to permanently alter the Chrome Book in any way.
- I will not remove or deface the serial number or other identification on any Chrome Book.
- I will be responsible for all damage or loss caused by neglect or abuse.

## CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Rose-McCarthy Catholic School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Rose-McCarthy Catholic School.

## **Harassment and Bullying**

St. Rose-McCarthy Catholic School affirms the Christian dignity of every person, the right of each person to be treated with respect and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic.
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement.
- C. Visual Harassment/Bullying: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures.
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or

individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the superintendent in cases of diocesan schools.
  3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
    - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
    - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
    - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
    - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
    - E. Once the facts of the case have been gathered, the principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
    - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Office of Catholic Education of the Diocese of Fresno. The OCE will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.



4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

St. Rose-McCarthy Catholic School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-alikes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time-controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.

- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's-controlled substance policy should be construed to mean that, as a result of this policy, St. Rose-McCarthy Catholic School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **Extra-Curricular Activities**

### 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.

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

### SOCIAL EVENTS

St. Rose-McCarthy Catholic School may sponsor supervised social events to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school unless guest privileges have been approved by the principal. A fee may be charged. Rules and guidelines will be published prior to any event.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

## **ATHLETICS**

### SPORTS and EXTRACURRICULAR ACTIVITIES)

Teachers 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 fifth - 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.

#### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Rose-McCarthy Catholic School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

#### CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

#### PLAYING TIME

Playing time is the prerogative of the coach who will follow league guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

#### REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

#### CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

#### COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.

- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

#### UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice.

#### TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. Students should not drive themselves or other students to any school activity.

#### PARENT PARTICIPATION

When asked, all parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at St. Rose-McCarthy Catholic School or any league athletic facility sponsoring the tournament.

#### 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).

#### 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.

## **Transfer, Custody, and Student Records**

#### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).

- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

#### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

#### TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

#### CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g., pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

#### RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## **Miscellaneous Information and Policies**

### CLASSROOM PARTIES/BIRTHDAY

Class parties celebrating certain holidays are arranged by the room parent(s). The room parent(s) will meet with teachers 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 **one week** in advance.

### LOST and FOUND

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.

### LUNCH (2021- 22 all students are eligible for Free 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 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

Free Lunch for all students who complete a lunch application. Milk is included with Hot Lunch.

#### SCHOOL PICTURES

School pictures are provided by NorthStar Photography and may be purchased by completing an order form. Students must wear their school uniforms for picture day except for spring & 8<sup>th</sup> grade graduation pictures.

Fall Pictures 8/31/21

Retakes TBD

Spring & 8<sup>th</sup> Grade graduation pictures 4/13/22

#### 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."

#### OBSERVATION OF CHILDREN IN THE CLASSROOM

Any parent or adult who wishes to observe a classroom must obtain prior permission from the teacher and 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.

## 2021-2022 Parent/Student Handbook Agreement

*[Please detach, sign, and return by August 20, 2021]*

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in St. Rose-McCarthy Catholic School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature(s)** (when age-appropriate):

\_\_\_\_\_  
**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Volunteer Agreement Form

Diocese of Fresno

Volunteer name (please print): \_\_\_\_\_

Parish / School location name: St. Rose-McCarthy Catholic School

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: \_\_\_\_\_  
Volunteer signature

Date: \_\_\_\_\_  
Volunteer signature

Date: \_\_\_\_\_  
Authorized Parish/School Representative

### **Acceptable Use Pledge Covering Electronic Devices**

- I will use my Chrome Book and my other electronic devices in ways that are appropriate, educational, and meet St. Rose-McCarthy Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my Chrome Book and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of my Chrome Book.
- I will never leave the Chrome Book unattended, and I will know where it is always.
- I will never loan out my Chrome Book or give my password to other individuals.
- I will not let anyone else use my Chrome Book other than my parents or guardians.
- I will keep food and beverages away from my Chrome Book since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my Chrome Book or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the Chrome Book or Chrome Book cover, or do anything to permanently alter the Chrome Book in any way.
- I will not remove or deface the serial number or other identification on any Chrome Book.
- I will be responsible for all damage or loss caused by neglect or abuse.

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Signature of Student

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Date