

2017-2018

**SAINT ROSE ACADEMY
STUDENT/PARENT
HANDBOOK and
ATHLETIC HANDBOOK**



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Saint Rose Academy
is owned and administered by the
Dominican Sisters of the Saint Cecilia Congregation of
Nashville, Tennessee.

A copy of this handbook may also be found on the
school website: www.saintroseacademy.com

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FACULTY EMAIL ADDRESSES AND VOICEMAIL EXTENSIONS

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4-Kindergarten	Toni Vickers	304	tvickers@saintroseacademyop.com
4-Kindergarten Aide	Ann Fondren	304	afondren@saintroseacademyop.com
5-Kindergarten	Sr. Annunciata, O.P.	120	sannunciata@saintroseacademyop.com
5-Kindergarten Aide	Ann Gardner	111	agardner@saintroseacademyop.com
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Grade 4	Brigid Spina	145	bspina@saintroseacademyop.com
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Grade 6 Homeroom/P.E.	Rachel Lee	300	rlee@saintroseacademyop.com
Assistant Principal/Grade 7 HR	John Arndt	138	jarndt@saintroseacademyop.com
Grade 8 Homeroom	Sr. Vincent Marie, O.P.	102	svmkeeling@saintroseacademyop.com
Spanish (6-8)	Isabel Reaves	305	ireaves@saintroseacademyop.com
Math (5-8)	Ginger Hensley	302	ghensley@saintroseacademyop.com
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Science Lab	Marilyn Niemann	306	mniemann@saintroseacademyop.com
Resource	Emily Colon	303	ecolon@saintroseacademyop.com
Librarian	Sr. Mary Reginald, O.P.	113	smreginald@saintroseacademyop.com
Technology	Dabney Bragg	113	dbragg@saintroseacademyop.com
Art/ASC	Deby Alfano	133	dalfano@saintroseacademyop.com
Music/P.E./Athletic Director	Lura Huddleston	132	lhuddleston@saintroseacademyop.com
Atrium/Enrichment Director	Sr. Mary Charles, O.P.	104	smcharles@saintroseacademyop.com

STAFF EMAIL ADDRESSES

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Receptionist/Development Assistant	Scarlet Bishop	105	sbishop@saintroseacademyop.com
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After School Care Director	Deby Alfano	133	dalfano@saintroseacademyop.com
Director of Institutional Advancement	Christine Salberg	114	csalberg@saintroseacademyop.com

PHILOSOPHY STATEMENT OF SAINT ROSE ACADEMY

Saint Dominic (1170-1221) founded the Order of Preachers to proclaim the truth of the Gospel to all people.

In the tradition of Saint Dominic, the Dominican Sisters of the Saint Cecilia Congregation are dedicated to the Christian education of youth in institutions of learning. Since 1860 Saint Cecilia Congregation has owned and operated schools in which students come to a deeper understanding of their faith, their heritage, and their responsibilities as members of the Mystical Body of Christ and of society.

Saint Rose Academy exists primarily to educate children in a Christ-centered atmosphere based on love and truth in the Catholic tradition.

This school reflects the philosophy of the Catholic Church as it pertains to education. Each student is recognized as an individual of eternal worth whose immortal soul is destined for happiness with God.

Saint Rose Academy seeks to nourish the intellectual gifts of its students and to develop their spiritual and physical potential in view of their final end and of the good of society.

Saint Rose Academy establishes specific goals and objectives and provides the appropriate means to attain them.

MISSION STATEMENT OF SAINT ROSE ACADEMY

Saint Rose Academy is a private, Catholic, co-educational elementary school, serving students in three-year-old kindergarten through eighth grade. The school is located in the Diocese of Birmingham and has been owned and administered by the Dominican Sisters of Saint Cecilia Congregation since 1956. Inspired by Christ's words, "I came that they may have life and have it to the full," we at Saint Rose Academy dedicate our apostolate to providing a Catholic education in a nurturing environment, promoting the spiritual, intellectual, emotional, social, and physical needs of the child. Fully aware of the accelerating changes in society, we work diligently to lead our students in an unending pursuit of truth, goodness, and beauty.

To accomplish this mission, the faculty and staff strive to:

- Permeate the students' entire day with Christ so that He will be the source of their strength, the goal of their actions, and the center of their lives.
- Maintain standards of academic excellence and prepare students for higher levels of education, while acknowledging and providing for individual differences.
- Develop in students a positive self which will lead to recognition and acceptance of their personal talents and gifts.
- Enrich the lives of students through a comprehensive fine arts program.
- Instill in students the values of health, fitness, and sportsmanship by providing a versatile physical education program.
- Teach the worth of each person and the right of all to dignity as creatures made in the image and likeness of God.
- Prepare students for the duties of good citizenship through development of character and leadership.
- Work closely with parents as we share the task of educating children in all phases of their development.

STATEMENT OF BELIEFS

In working to accomplish the Mission Statement of Saint Rose Academy, faculty and staff uphold the following beliefs:

1. Each person has inherent dignity as a creature made in the image and likeness of God.
2. Parents, as the primary educators of their children, by sending their child(ren) to Saint Rose Academy, enter into a partnership of trust and cooperation with the faculty and staff of Saint Rose for the benefit of their child(ren)'s education.
3. Students want to learn the content taught, and they want to learn how to behave well.
4. Christian values and truths are necessary for the happiness of children and adults living in contemporary society.
5. A positive self-image is based on truth and humility, gratitude for gifts received, and recognition of one's need of God's mercy.
6. Academic excellence includes the development of the values of faith, beauty, art, music, health, and physical fitness.
7. Instructional practices should take into account children's individual needs and learning styles.
8. Children should be encouraged to appreciate and to show respect for the following gifts from God:
 - Their family,
 - The environment and material goods,
 - The civic community, and
 - Our nation and the world.

HISTORY OF SAINT ROSE ACADEMY

In the mid-1950's Terence Mackin, the brother of Sister Aloysius Mackin, O.P., and his wife Rosemary donated their home to the Dominican Sisters of Saint Cecilia Congregation of Nashville, Tennessee to be used specifically as a Catholic school. The house, sitting high on Red Mountain overlooking the city of Birmingham, seemed to be a beautiful setting to provide for the spiritual and academic formation of the children of Birmingham and would also serve as the convent for the sisters.

In God's mysterious providence, Terence Mackin died in 1956 shortly before the first day of school, but his generosity, foresight, and commitment to Catholic education laid the foundations of Saint Rose Academy.

Since that first year, the Mackin House—with its stained-glass windows, coffered ceilings, bay windows, and fireplaces—has provided an extraordinary setting for an elementary school, a rich atmosphere where—for almost 60 years—hundreds of Birmingham children have received an excellent elementary education that has prepared them to succeed in high school and beyond. The homey Saint Rose environment has lent itself to developing a remarkable family spirit at Saint Rose that continues to pervade the school.

During the early 1960's, a growing enrollment created a need for more space, and additional classrooms were built. A few years later, Saint Rose became the first private school in Birmingham to desegregate.

During the 1970's and 1980's, Saint Rose Academy continued to flourish, providing children in grades 4K-8 with a strong academic education and forming them in the truths of the Catholic faith. Many students who attended Saint Rose during these years have sent and are sending their own children to Saint Rose now.

The 1990's was a decade of building at St. Rose. In 1993, the Gym Building—with four additional classrooms, a meeting room, and a new cafeteria—was built in memory of Lee Bruno. Then, in the late 1990's, when it became evident that the

sisters could no longer live in the attic of the school, gracious benefactors responded by purchasing property adjacent to the school and building there a spacious and prayerful convent, very conducive to the sisters' religious life. Also during 1998, a generous donor purchased the Discovery Center across the street from the Mackin House and converted it into the Primary Building that has since housed the 4-year-old and 5-year-old kindergartens and the first grade. The newly renovated Mackin House maintains its historical beauty while providing our students with the latest digital learning environment. The addition of 3-year-old kindergarten in the fall of 2014 welcomed more students to our campus. With the completion of an addition to the Mackin House in the spring of 2015, the first grade moved "up the hill" and joined the second, third, and fourth grades in the newest addition. These classrooms are complemented by a state of the art science lab and library.

Through all of this growth, Saint Rose Academy has remained steeped in tradition. For example, it has long been the practice for all of the students to gather each morning in October and in May to pray a decade of the Rosary together before the statue of Mary in front of the school. In addition, each class makes a daily chapel visit, together we have weekly Mass, we pray the Stations of the Cross every Friday in Lent, and each year we honor Mary with our May Crowning. In addition to these spiritual traditions, Saint Rose has habitually had a strong participation in athletics and a remarkable fine arts program.

Today the Sisters and the lay faculty and staff of Saint Rose continue to provide a sound Dominican education based on the truths of the Catholic faith and augmented by family values and high academic standards. Saint Rose has kept its family spirit, has been sustained by prayer and hard work, and has been supported by families and benefactors who are committed to the mission of the school. Saint Rose Academy is truly "a pearl of great price."

SPIRIT OF SAINT ROSE ACADEMY

The unique spirit that filled Saint Rose Academy when the doors were opened in 1956 endures to this day. Immediately upon entering the school, students, parents, faculty, and visitors sense the unique family atmosphere of Saint Rose.

Family is the word that best describes Saint Rose Academy. It was because of the generous Mackin family that Saint Rose was able to begin educating and enriching children in Birmingham. Since then, the family of the Dominican Sisters and staff at Saint Rose has fostered an environment where the spiritual, intellectual, emotional, social, and physical development of each child can grow and come to maturity. The Saint Rose family is further strengthened by parent volunteers, alumni, and alumni parents. The Catholic faith has been and continues to be at the heart of the Saint Rose family.

The school is distinguished for its faith-filled environment, academic excellence, dedicated teachers, well-mannered students, and a marvelous rapport among students, faculty, and parents.

ACCREDITATION

Saint Rose Academy is accredited through the Southern Association of Colleges and Schools/Council on Accreditation and School Improvement (AdvanceEd).

SPIRITUAL GROWTH

All of the Saint Rose students gather each Friday morning for the celebration of the Holy Mass. We invite and encourage parents and other family members to attend. You will be able to find Mass reminders or any changes in the Mass schedule, on the RenWeb Parent Web calendar and in *The Shield*.

All second grade students are prepared for the first reception of the Reconciliation and Holy Eucharist, and all eighth graders are prepared for the Sacrament of Confirmation. This sacramental preparation is in addition to the regular content of the religion class.

Students not of the Catholic faith participate in religious instruction to learn about basic Christian principles and to broaden their education by exposure to Catholic life and doctrine. All students are expected to approach their religious studies with

academic earnestness and openness to spiritual growth.

Saint Rose Academy urges parents/guardians to participate in the religious education of their children by taking them to Mass every Sunday and Holy Day of Obligation, by encouraging discussions at home about what their children are learning in religion class, by regularly initiating times of family prayer, and by seeking to live the faith in their day-to-day lives.

As the primary educators of their children, parents are called upon to reinforce and supplement the religious instruction begun in the classroom.

PARENTS AS PARTNERS

As partners in the educational process at St. Rose Academy, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has special lunch ordered in advance or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on his or her part;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass (if Catholic) and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

ATTENDANCE

SCHOOL SCHEDULE

St. Rose Academy's schedule is as follows.

- 7:10 a.m. Student arrival begins.
- 7:45 a.m. Students are dismissed to classrooms.
- 8:00 a.m. Morning prayers. Students not in their homeroom, ready for prayers at this time are tardy.
- 3:00 p.m. Afternoon prayers
- 3:05 p.m. Dismissal begins
- 3:25 p.m. Students who are still at school but who are not attending an extracurricular activity will go to After School Care.

Please note:

- School is dismissed on **Fridays** at 2:00 p.m. (to allow time for faculty and departmental meetings.)
- All students, including the siblings of students in any extracurricular activity, not picked up by 3:25 p.m. (2:25 p.m. on Fridays) will be sent to After School Care and the parents will be charged a fee.

ATTENDANCE POLICIES

Absence

Students are expected to attend school every day. Students who are absent more than 20 days will repeat the grade. Exception to this rule requires approval of the principal. **If a student is absent from school for any reason, a parent/guardian should telephone (205-933-0549) or email the office by 9:00 a.m. to inform the school of this absence and the reason for it.** If the parents/guardians do not contact the school, the school will call them to inquire about the child's absence.

Students who enter school in the morning after 10:00 a.m. or leave in the afternoon before 1:00 p.m. (or 12:00 p.m. on Fridays) are marked as present for only a half-day of school. Similarly, a child who is absent from school for more than two hours during the day but is present for the rest of the day, will be marked present for one-half day of school. Any student who is absent from school for 1/2 day or more, or who goes home sick, may not participate in any school-related activity that day or night.

When a child has been absent, he/she, upon returning to school, must provide written documentation to the teacher, signed by the parent, citing the reason for the absence (unless a parent/guardian has given the school advance notice of the absence.)

If a student has a repeated poor attendance record (with either excessive tardiness or absences), the homeroom teacher will contact the parents/guardians to discuss this. If a student is absent more than twenty days in the school year, he/she may be required to repeat the grade even if he/she has passing grades. Exception to the rule requires the approval of the principal.

Absence Due to Illness

Parents should not send an ill child to school. If a child has had a fever, his/her temperature should be normal for a full 24-hour period before returning to school. If a child vomits in the morning, he/she should not come to school that day.

Absence Due to a Communicable Disease

If a student has been absent because of pink-eye or another communicable disease, parents/guardians should inform the school office and homeroom teacher, and the school must have written permission from a doctor or the Health Department before the student can be readmitted to class. If a child has had lice or nits, he/she may be permitted to return to school after appropriate treatment has been in progress.

Admittance Slip

Students who have missed any part of a class period must, upon arrival, present the teacher with an Admittance Slip in order to be admitted back into class. Students may obtain an Admittance Slip from the office.

Attendance at Religious Functions

Attendance is mandatory at religious functions where the entire student body participates, (e.g., Mass, May Crowning, and Stations of the Cross.) Students are expected to be attentive and respectful and to participate fully at religious functions.

Anticipated Absence

If, for any reason, it is necessary for a child to leave school during the day, the office requests advance notice.

• Appointments

When possible, students' routine appointments are to be scheduled outside of school hours. However, if an appointment during school hours is unavoidable, students should return promptly to school.

• Special Events

In the event of a family wedding, funeral, or other such special/religious event is taking place and the scheduling of such is beyond your control, please provide a written notice to the Principal at least two weeks in advance (though, of course, that time requirement is not applicable in the case of a funeral). Teachers are not expected to plan in advance for these absences. Students will be permitted to make up missed tests and quizzes when they return.

• Family Vacations

Saint Rose Academy discourages absences due to family vacations and asks that, as far as possible, families try to plan trips according to the school calendar.

If parents choose to take their child(ren) out of school for a family vacation, then Saint Rose Academy asks that they: 1) Provide a written notice to the Principal at least two weeks in advance, and 2) Tutor their child(ren) for the work covered in class during the absence.

Teachers are not expected to plan in advance for these absences or to provide work missed to the student upon his/her return to school. The teacher may simply discount any classwork and/or homework missed during the student's vacation (i.e., work missed would neither count for nor against the child's grade.) However, students will be permitted to make up missed tests and quizzes when they return. It is the responsibility of the student to ask the teacher(s) about missed tests, quizzes, and work upon his/her return.

ARRIVAL/BEFORE SCHOOL CARE

Students may begin arriving at school at 7:10 a.m.

- Students in grades 4K to 8 who arrive at school between 7:10 and 7:30 a.m. should be dropped off in the Mackin circle and report to the gym through the side door.
- Students in grades 1-8 who arrive after 7:30 a.m. are to go to the gym until they are dismissed to go to their homerooms at 7:45 a.m.
- By 7:30 a.m. an adult will accompany all 4K and 5K (those who arrived at school before 7:30) across the street to the Primary Building.
- Students in grades 3K, 4K, and 5K who arrive at 7:30 or after should be dropped off at the side door of the Primary Building from where they will go directly to their classrooms.
- Students in 3K may **ONLY** be dropped off at the side door of the Primary Building beginning at 7:30. They may **NOT** be dropped off in the Mackin Circle between 7:10 and 7:30.

Saint Rose Academy does not provide supervision for children before 7:10 a.m. Therefore, please do not drop your child(ren) off before that time. The school does not accept responsibility for any unsupervised student (i.e., a child who is not associated with a before- or after-school function or who has been dropped off prior to the designated time) on the school grounds before 7:10 a.m. or after 3:25 p.m.

Tardiness

All Saint Rose students, faculty, and staff members begin each school day with prayer at 8:00 a.m. Any student—in grades 4K-8—who is not in his/her classroom, ready for prayers, at 8:00 a.m. will be marked tardy. The office staff may make exceptions for tardiness in cases of inclement weather and traffic problems.

A student who is tardy must first go to the office, **accompanied by a parent/guardian/driver**, to sign in and to get an Admittance Slip before he/she can be admitted to class.

Habitual tardiness is not tolerated as it demonstrates disrespect to the class in session and injustice to the child who regularly gets a late start at school. Parents who habitually bring their children to school late can expect to be contacted by the Principal or Assistant Principal. Habitual tardiness may result in dismissal.

Four (4) tardies in a quarter without explanation (doctor/dentist appointment, etc.) will result in a detention in grades 5-8. Parents of students in grades 5K-4 will be charged an administrative fee of \$10 due to the excessive time, class disruption, and paperwork involved.

DISMISSAL

Since children are dismissed from the school grounds only to their parents/guardians or to an approved adult, no student may be released to another person without the express permission of the parent/guardian. It is the responsibility of the parents/guardians to inform the school if someone other than themselves will be picking up their child.

If a student is to be picked up by someone other than a parent or those listed on the Emergency Information Form, he/she must give his/her homeroom teacher a signed note stating the arrangements. If an exception arises in the course of a day, please call to inform the school office and to give the proper permission for your child's dismissal.

A permission slip signed by a parent/guardian must be on record in the office in order for a student to leave school without being accompanied by an adult (e.g., to walk home or to attend tutoring sessions at The Arlington School).

All students in the Primary Building will be dismissed from the Primary Building. Students in grades 1 to 8 will be dismissed from the Mackin circle or from the gym in the case of inclement weather.

Dismissal during the School Day

If it is necessary for a child to leave school early or during the school day, his/her parent/guardian must sign him/her out through the office, even if your child is in the Primary Building. Office personnel will then call your child's teacher so that he/she may be dismissed.

Emergency Closing

If severe weather is forecast for the Birmingham area, expect to receive an email and a text message regarding school closing. You may also check local TV stations for news of a possible emergency closing.

If school dismisses early due to inclement weather or another emergency, parents can expect to be notified by text message and email. There will be no After School Care or any after-school functions (e.g., sports practice) that day. **To be certain of receiving such email/text messages, please alert the Administrative Assistant if you have a change in your cell phone service provider, number, or email address.**

Parents are encouraged to use discretion as regards bringing their children to school when the weather is questionable.

AFTER SCHOOL CARE

Saint Rose Academy provides After School Care (ASC) for Saint Rose students each day until 5:30 p.m. Any child not picked up by 3:25 will be sent to ASC, and his/her parents/guardians will be charged a fee accordingly.

After School Care is provided in the cafeteria, and parents may come to sign out their child(ren) there. Any child remaining after 5:30 p.m. will be walked to the convent to wait for his/her ride there.

After School Care is the child care service that Saint Rose provides to its families. Parents/guardians, consequently, are not to provide child care at Saint Rose for their own children or for other children after school.

After School Care follows the St. Rose Academy Student/Parent Handbook regarding behavior expectations. Students should conduct themselves in a manner that is respectful and obedient. The After School Care director and assistant(s) are authorized to discipline students for any misbehavior that occurs while they are there.

Neither the After School Care Director nor his assistant(s) will open/unlock classroom doors for students who have forgotten books or other materials after school hours.

ASC is closed on all holidays, holy days, snow days, 11:30 dismissal days, and emergency-closing days. The ASC Director can be reached at between 3:25 and 5:30 p.m. at 933-0425 on extension 111.

A coach who starts practice any time between 3:30 p.m. (2:30 on Fridays) and 5:30 p.m. will sign any students on his/her team out from ASC to go to practice. The coach, then, is the adult responsible for the child(ren) who was/were at ASC.

Any child including siblings of students at extra-curricular activities must be under the supervision of his/her parent/guardian. If not, the student/students must go to After School Care. Coaches holding practices in the gym may **NOT** supervise siblings of players.

After School Care Fees

- ASC is free until 3:45 p.m. (2:45 p.m. on Fridays.)
- If a child stays at ASC after 3:45 p.m., his/her parents/guardians will be charged \$20/day or \$80/week.
- If a child attends ASC and a sports/activity practice at Saint Rose in a given afternoon, his/her parents will be charged \$10/day.
- A coach who starts practice any time between 3:30 p.m. (2:30 on Fridays) and 5:30 p.m. will sign any students on his/her team out from ASC to go to practice. The coach, then, is the adult responsible for the child(ren) who was/were at ASC.

TRANSPORTATION

All parents must arrange for the transportation of their children to and from school. In regards to this transportation, Please DO:

- Be mindful of our neighbors and the speed limit on 22nd Street South and on Arlington Crescent.
- Put your car in “Park” when loading or unloading children.
- At dismissal time, drive down Arlington Crescent to 22nd Street South and enter the carpool through the driveway near the convent. Proceed around to the circle in front of the Mackin House or down to the driveway of the Primary Building.
- At dismissal time, please pull over to the side of the road whenever possible to allow local traffic to proceed.
- Come to a complete stop before pulling out of the school driveways.
- In order to ensure child safety, children will only be dismissed to cars in the carpool line.
- **BECAUSE CHILDREN MUST AT ALL TIMES BE SUPERVISED, STUDENTS WILL NOT BE SENT TO THE STREET TO A PARKED CAR FOR DISMISSAL.**

Please DO NOT:

- Park or leave a car unattended in either the circle of the main campus or the drive-through area of the Primary Building during morning drop-off or afternoon pick-up.
- Use your cell phone in the school driveways/parking lots whenever children are present.
- Drop off a child on the curbside in front of the Primary Building.
- **TO ENSURE CHILD SAFETY AND TO EXPEDITE THE CAR POOL LINE, DO NOT PARK ON THE STREET AND WALK UP THE DRIVEWAYS TO PICK STUDENTS UP.**

ACADEMICS

ACADEMIC ACCOMMODATIONS

If your child has a particular academic difficulty, please confer first with the classroom teacher(s). You and the teacher(s) may then decide that it would be advantageous for the child to be observed and tested for possible learning disabilities. If so, the proper procedure to follow is:

1. Either you and/or the classroom teacher(s) may contact our resource teacher, detailing your concerns about your child.
2. Our resource teacher will then schedule a time(s) to observe your child in class.
3. Once she has observed your child, she will schedule a meeting with you, the classroom teacher(s), and the Principal.
4. If testing is necessary, she will contact Birmingham City Schools to schedule it.
5. If you prefer to have testing done privately, please indicate this to the classroom teacher and resource teacher.
6. Teachers will provide academic accommodations according to the results of the observations and tests.

ACADEMIC PROBATION

Students who receive a failing grade on their report card for the semester average will be placed on Academic Probation. This Academic Probation requires that students maintain all grades above 70 at the publishing of Progress Reports. Should students on Academic Probation not maintain passing grades at the publishing of the subsequent Report Cards, their continued enrollment may be in jeopardy. Students are placed on Academic Probation at the discretion of the *Principal* or Assistant Principal.

ACADEMIC HONESTY

Saint Rose students are expected to practice academic honesty at all times. This honesty proscribes all forms of cheating, plagiarism, lying, stealing, forgery of signatures on test/documents, and failure to respect school property or persons.

Cheating

Cheating includes, but is not limited to, the following behaviors:

- Giving or receiving answers on an assignment, test, or quiz
- Communicating in any way with another student during a test or quiz
- Sharing information about a test/quiz with another student who has yet to take that test/quiz
- Having in one's possession materials or information that were not approved in advance by the teacher and that would indicate intent to give or receive answers
- Using a computer or any form of technology to falsify information or to gain access to information to which the student has no right
- Falsifying grades
- Copying an assignment, test, or quiz from another student
- Plagiarism
- *Sending any image of completed content (i.e. workbook pages, homework sheets) via cell phone or social networking site*

Consequences for Cheating

Violations of Academic Honesty will result in the following consequences.

- First offense: The student(s) receives a zero on the test, quiz, or assignment, meets with the Principal or Assistant Principal, receives a Detention, and his/her parents are notified.
- Second offense: The student receives a zero on the test or work and a suspension. In addition, the Principal or Assistant Principal will schedule a conference with the student and his/her parents.
- Third offense: The student is subject to expulsion.

Consequences for Forgery

A student who has forged his/her parent's/guardian's signature on a test or school-related document (e.g., a test, Referral, or permission slip) will be subject to the following consequences:

- First offense: The student meets with the Principal *or Assistant Principal*, receives a Detention, and his/her parents must sign the test/document on which the child forged the signature.
- Second offense: The student will receive a zero for work when a test or quiz is involved or restriction of extracurricular activity if a document is involved; parent conference with Principal *or Assistant Principal*; parent must sign test/document; and the student will be suspended.
- Third offense: The student is subject to expulsion.

BOOKS

Textbooks are school property, and students are to cover them with brown craft paper or with book socks. At the end of the school year or upon withdrawal from the school, students are to return the books to the teacher(s). Students will be charged for damaged or lost textbooks, workbooks, and library books. *Workbooks should be covered with clear contact paper by the end of the first week of school.*

COMMUNICATION WITH TEACHERS

Parents are the primary educators of their children, and teachers share in the privilege of that responsibility. Therefore, honest, clear, and regular communication between parents and teachers is a priority.

If you have a question or concern to discuss with your child’s teacher, you may contact him/her in one of the following ways:

- Send in a note with your child.
- Use the Tuesday Folder (please see “Weekly Folders”) to exchange notes with the teacher.
- Call the school to make an appointment with the teacher or to leave a message for him/her.
- Email the teacher.

Please **DO NOT** communicate with the teachers in one of these ways:

- Call the teacher at home.
- Confer with a teacher at a time when he/she is supervising children.

Parents/guardians who would like a teacher to complete evaluation forms about a child (e.g., for academic or psychological testing) are to allow the teacher at least two school days to complete the forms. The teacher will then send the forms directly to the person who is doing the testing.

Parent/Teacher Conferences

Saint Rose Academy schedules formal parent-teacher conferences at the end of the first grading period. The specific date for these conferences will be published in the school calendar and in “The Shield.” To schedule a meeting with a teacher at any other time, please call the school office. Teachers will not be available for conferencing at a time when they are responsible for supervising children.

Parent Concerns Regarding Teachers

When parents/guardians have a question or concern about a teacher and/or his/her decisions, procedures, or policies, they ought to first speak with that teacher. The expected tone of such a meeting is one of professionalism and charity. When necessary, the Principal will meet with the teacher and/or parents in order to justly serve all concerned. In light of our Christian commitment, all should be mindful of speaking charitably and avoiding gossip. This includes any activity on any social media outlet. The students of parents who post such negative comments on social media outlets may be separated from St. Rose Academy.

FIELD TRIPS

Field trips provide a unique opportunity for enriching the children’s education. In order to go on a field trip, a student must have the permission form issued from the school signed by his/her parent/guardian. Participation in a field trip is a privilege, not a right. Saint Rose Academy reserves the right to disallow a student—even one who has due permission from his/her parent/guardian—from participating in a field trip due to behavior and/or academic issues.

Driving on Field Trips or Other School Business

Parents/guardians who drive and/or chaperone for a field trip have the authority and duty to enforce school rules of safety and good conduct on the field trip. They may not bring siblings—nor other children who are not part of the field trip group—on the field trip.

Volunteer drivers must have on file in the school office: 1) a current volunteer driver form (must be updated every year), 2) a record of his/her Birmingham Diocese Youth Protection Training or Shield the Vulnerable Website training (must be updated every three years), and 3) a background check permission form.

Field trip drivers and chaperones are responsible for the safety of the children whom they are transporting and are expected to assist the classroom teacher in supervising the students while on the field trip. Therefore, they must attend to their driving and to the children and not talk or text on their cell phones while driving or while at the field trip destination. More specifically, parents/guardians driving on field trips or on other school business are to observe the following procedures:

- It is necessary to comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cellular phones.
- Use of hand-held cellular phones while driving is prohibited.
- Cellular phone calls using hands-free technology while driving is discouraged. To minimize the impact of distraction while driving, calls, if any, should be brief. Extended conversations are not to be made while driving.
- Sending or reading text messages or e-mails, dialing cellular phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems is prohibited while driving.
- Field trip drivers must follow the route and cannot make any unplanned stops.

GRADING

Progress Reports and Report Cards

To help keep you and your child apprised of his/her academic growth, he/she will receive, via a RenWeb email, a Progress Report in the middle of each quarter (grades 1-8) and a Report Card shortly after the end of each quarter.

Grading Scale

Saint Rose Academy uses the following grading scale for students in grades 1-8:

<u>Academic Grades</u>		
A = 100-93	B = 92-86	C = 85-77
D = 76-70	F = Below 70	I = Incomplete

A teacher may give an “Incomplete” on a Progress Report or Report Card if the student has been absent and has not yet made up a test, quiz, or other assignment. In this case, a new Progress Report or Report Card will be issued when the missing work is done and the grade is complete.

Saint Rose students in grades 1-8 also receive grades for the following: Conduct/Effort, Music, Art, P.E., Computer/Library, Penmanship, Courtesy/Cooperation, and *Work Habits/Organization*. The grading scale used for these areas is:

E = Excellent	G = Good	S = Satisfactory	P = Poor
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If you have a question about your child's grades, you may contact his/her teacher (see “Communication with Teachers” above.)

GRADUATION

Any eighth grade student who receives a failing grade for the year in any academic subject or subjects *may* receive a certificate of attendance rather than a diploma at graduation. In addition, the school will send a letter of notification to the student's parents/guardians and to the prospective high school(s). The student will be required to make up the failed class or classes in a summer school approved by the Principal and will receive his/her diploma upon completion of that course. The Principal may deny the privilege of participating in the graduation Mass and ceremony to any student for reasons of serious behavior infractions.

HOMEWORK

Saint Rose students are expected to spend time outside of class preparing and studying for each academic course. Teachers in grades 1—8 regularly assign homework to help reinforce what their students have learned in class and to further the students' intellectual growth. Beyond these academic benefits, doing homework helps students to develop and to grow in these essential life skills:

- ◆ Concentration
- ◆ Responsibility
- ◆ Resourcefulness
- ◆ Self-sufficiency/Independence
- ◆ Self-confidence
- ◆ Self-discipline
- ◆ Time-management

In order to develop effective study habits, students are responsible for:

- Using class time productively to complete in-class assignments.
- Recording and understanding the expectations of the homework assignment(s) before leaving school.
- Taking home all necessary materials to complete all assignments.
- Returning completed homework on time.
- Getting tests, quizzes, and papers signed by parents as directed by the teacher(s).

The best ways that parents/guardians can help their child(ren) with homework is to:

- Know that homework is the **child's** responsibility, not theirs, and by encouraging the child to take pride in and responsibility for his/her own work.
- Provide a place and time of quiet, conducive to study.
- Provide necessary materials (e.g., pencils, pens, paper, etc.) so that the child can do work without distraction.

The times listed below serve as an estimate for how much time students should spend on their homework. These times will vary with your child's work habits and the work environment you provide at home.

1 st – 2 nd grade:	15 – 30 minutes
3 rd – 4 th grade:	40 – 50 minutes
5 th – 6 th grade:	1 hour – 1.5 hours
7 th – 8 th grade:	1.25 – 2.0 hours

Late Homework

A student in grades 5-8 who does not turn in homework on time will receive a "Late Homework Notice." The student is to have this signed by his/her parent/guardian and, on the next school day, is to return it to the teacher who issued it. *All late notices are documented in RenWeb and parents will receive digital notification.* In addition, the homework grade will be docked as follows:

- One day late → 10% off
- Two days late → 50% off
- Three or more days late → The student receives a zero on the homework assignment.

Other Consequences:

- If a student (grades 5-8) does not return his/her Late Homework Notice to the teacher the next school day, he/she will receive a Referral.
- A student (grades 5-8) who has received three Late Homework Notices in one quarter will receive a Detention.

HONOR ROLL

Each quarter, students in grades 4-8 will be acknowledged as having made A or A/B honor roll.

The criteria for A and A/B Honor Roll are as follows:

1. A Honor Roll- All A's and Satisfactory grades
2. A/B Honor Roll- All A's and B's and Satisfactory grades

3. Satisfactory conduct grades are required for both A and A/B Honor Roll.

AWARDS

Model Christian

Grades 1-7: One student per class

Description: This is the student who models the most Christ-like attitude towards all members of the St. Rose family. This person is respectful of others, including adults, helps classmates and adults without prompting, and brings joy to the classroom through his or her presence.

Class Scholar

Grades 1-7: One student per class

Description: This student has the highest academic average considering all classes with the exceptions of specials (PE, music, art, and library).

Academic Dedication

Grades 1-7: One student per class

Description: This student demonstrates the highest commitment to academic studies. While this student may not have the highest grades in the class, he or she works hard every day and demonstrates a superior work ethic, setting an example for other students at St. Rose.

St. Thomas Aquinas Award

Grade: 8

Description: The recipient of the St. Thomas Aquinas Award is the graduate who demonstrated the highest quality of academic work during his or her educational career at St. Rose Academy. This graduate must have attended eighth grade for the entire school year at St. Rose, and has the highest cumulative average in the graduating class.

St. Martin de Porres Service Award

Grade: 8

Description: The recipient of the St. Martin de Porres Service Award is the graduate who demonstrated the highest quality of character and integrity during his or her time at St. Rose Academy. Voted on by the middle school faculty and staff, the recipient demonstrates the willingness to go beyond what is asked each day, offers his or her assistance to all without being asked, and is a young person of exceptional character and integrity. This graduate must have attended eighth grade for the entire school year at St. Rose.

Principal's Leadership Award

Grade: 8

Description: The recipient of the Principal's Leadership Award is the graduate who has demonstrated consistent leadership throughout his or her eighth grade year. The recipient is an eighth grade student selected by the Principal because of his or her virtuous leadership through example and attitude.

LOCKERS

Student lockers are provided and are considered a privilege for students in grades 2-4. Students are expected to care for their lockers properly. Students may purchase shelves for their lockers. At no time should a student make marks in or on his or her locker, or the locker of another student, nor can lockers be decorated. All student lunches, jackets, and backpacks must be kept in their lockers in grades 2-4.

MAKING UP ACADEMIC WORK

Books and homework of students who are out sick will be available for pick-up at dismissal time. Students who are absent one day will be given their work upon return to school. Students absent two or more days may pick up materials on the second day at dismissal.

Parents may request these materials before 9:00 a.m. to ensure teachers have an opportunity to put everything together. Materials will be available at dismissal.

- Students have as many days to make-up work/tests/quizzes as the number of days missed due to illness.
- It is the responsibility of the student, not the teacher, to turn in work.
- Parents are expected to tutor their child(ren) who miss school due to family vacations. While the teacher may simply discount any classwork and/or homework missed during the student's vacation (i.e., that work missed would neither count for nor against the child's grade), students will be permitted to make up missed tests and quizzes when they return.

PHYSICAL EDUCATION

Physical Education is an important part of the Saint Rose Academy curriculum. If a child cannot participate in P.E. classes for a medical reason, the school office and the P.E. teacher must be provided with written documentation from a doctor, explaining the nature of the problem. Girls in grades 4-8 are to wear shorts under their skirts for P.E. class. These shorts are to be black and are to extend lower than the girl's fingertips when she stands with her hands by her side.

PROMOTION AND RETENTION

Promotion in preschool and kindergarten is based upon the individual child's achievement in concepts and growth in maturity. In grades one, two, and three, promotion to the next grade is determined mainly by the child's progress in language arts, math, and social development.

Students in grades 4-8 earn promotion by achieving a passing grade for the year (at least 70) in all academic subjects. Parents will be notified before the end of the third quarter if the teacher(s) and Principal think that retention would benefit their child. Similarly, if parents consider retention as the best plan for their child, they ought to confer with the child's teacher(s) and the Principal.

RELIGIOUS INSTRUCTION

Religious instruction is one of the distinctive marks of Saint Rose Academy. All students are required to attend religion classes, school Masses, and other school religious functions.

Parents, as primary educators of their children, can witness to the Catholic faith being taught at St. Rose Academy in several ways, including:

- Taking their child(ren) to Mass every Sunday and Holy Day of Obligation.
- Praying with their child(ren) daily (e.g., in the morning, before meals, when traveling, at bedtime, and making visits to the Blessed Sacrament.)
- Taking their child(ren) who have already received the Sacrament of Reconciliation to Confession at least once a month.
- Asking their child(ren) about religion class.
- Participating in school liturgies whenever possible.

TESTING

Students in grades 1-8 have the opportunity to demonstrate their knowledge and skills by regular tests and quizzes. The students—particularly those in grades 4-8—are expected to study in preparation for these tests. At the most, a student may have two tests and one quiz, one test and two quizzes, or three quizzes in one day.

Instead of a semester exam that covers two quarters of material, students in 6th and 7th grade will take a nine weeks test each quarter for math. This test can be used as a replacement for a low chapter test score or be counted as an extra test score. This

is not optional, and this test cannot be dropped. For the 1st and 2nd semester exam grade, the two quarter exam grades will be averaged to produce the semester exam grade.

Students in grades 6—8 take semester exams on the material covered during the entire semester. The subject areas for their exams are as follows:

Grade	1st Semester Exams	2nd Semester Exams
6 th	English	English and religion
7 th	English, religion, science, and history	English, religion, science, and history, (in addition to a literature project)
8 th	English, math, religion, science, literature, history, and Spanish	English, math, religion, science, literature, history, and Spanish

Generally, students may not take these exams earlier than the date on which they are scheduled. Make-up exams will be given only to those students who have a written doctor's excuse.

Students in grades 1-8 take standardized tests each year in the spring. If a child is absent during this testing period, he/she may be able to make-up the test at a time designated by the school. Please do not schedule doctor's appointments for your child(ren) during this week.

TUTORING

When a student is having particular difficulty in a subject, and parents consider getting a tutor to help, they may obtain a list of recommended tutors from the front office. Teachers are not permitted to tutor their students in the subjects that they teach.

WEEKLY FOLDERS

You can expect your child(ren) to bring home a "Tuesday Folder" each week, containing your child(ren)'s schoolwork and other school communications as necessary. Please sign all papers and return them according to the directions of the homeroom teacher. If school is closed on Monday, then folders will come home on Wednesday. Each student is responsible for bringing his/her "Tuesday Folder" back to school by Thursday (or by Friday if the folders go home on Wednesday.)

"The Shield" will be emailed weekly. A paper copy can be requested by e-mailing Vivian Hults at vhults@saintroseacademyop.com.

ADMISSIONS AND ENROLLMENT

Saint Rose Academy welcomes students of any race, religion, or national origin. Priority is given, all other things being equal, in the following order: siblings, children of alumni, and Catholics. Saint Rose Academy uses records from previous schools, family interviews, recommendations, and visitations of prospective students to evaluate applicants' probability for success at this school.

In grades 1 to 8, a student must have maintained an overall grade point average (GPA) of C or better and not received a final failing grade of F in any subject. A minimum conduct grade of S (Satisfactory) must have been maintained.

Recommendations from principals of previously attended schools may also be required. After all of the above criteria are met, admission decisions are at the discretion of the principal.

All children admitted to Saint Rose Academy must have a completed application on file.

Current Saint Rose families are asked to submit applications for younger siblings who will be attending Saint Rose Academy in the future as early as possible to facilitate advanced planning.

Any child who wishes to attend Saint Rose Academy must have the proper immunization records, which may be obtained from the Health Department or from the family physician.

Saint Rose Academy does not normally accept students who have been expelled from another school in the same academic year in which the expulsion occurred.

3K, 4K AND 5K REGISTRATION

A child must be 3-years-old on or before June 30 and must be potty-trained in order to enter the 3K program. A child must be four-years-old on or before September 1 in order to enter the pre-kindergarten (4K) program and five-years-old on or before September 1 to enter the kindergarten (5K) program at Saint Rose Academy. Office personnel will copy a birth certificate for the files and return the original. Potential new students and parents are to have an interview with the 3K, 4K and/or 5K teacher and with the Principal before final acceptance.

FAMILY TUITION CONTRACT AND REGISTRATION

Family Tuition Contract and Registration forms are sent home during the month of January. The registration fee, the completed form and 10% of the annual tuition per family are due by the designated dates in order to insure a reservation for your child in the upcoming school year. The registration fee and 10% deposits are non-refundable.

Transferring out of the Birmingham Area

A family moving out of the Birmingham area and adjoining counties (over a 30 mile radius away from Saint Rose) should notify the Principal and Director of Admissions as soon as possible. If notice is received prior to the start of the school year, your contract will be considered null and void with the exception of the 10% non-refundable deposit. If the move should occur during the school year, parents should contact the Principal for a re-working of tuition due.

PERMANENT RECORD REQUEST

Any and all tuition and fees must be paid in full prior to the release of official records.

If you are transferring your child to another school and need transcripts and/or letters of recommendation, please send this request, in writing, directly to the Principal or Assistant Principal.

IMMUNIZATION

At this time, St. Rose Academy follows the requirements of the State of Alabama for immunization.

DISCIPLINE

The faculty and staff of Saint Rose Academy, well-aware of their role in cooperating with God and parents for the formation of children's souls for eternal life, recognize and appreciate the profound importance of discipline for our students. They daily work to guide and assist in the children's growth as human persons, to seek to bring out the children's most beautiful qualities, and to give the children the necessary tools to make good decisions.

The objectives in regards to discipline at Saint Rose Academy are as follows:

- To guide the students to develop habits of Christian virtue, self-discipline, and personal responsibility.
- To create a positive and calm atmosphere where every child has the opportunity to learn, work, participate, and grow.
- To make the atmosphere of the school and of each classroom one of teaching and learning, rather than one of managing and being managed.

Saint Rose Academy provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual will be taken seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension and/or expulsion.

Each teacher has the right to teach. Each student has the right to learn. Behavior that infringes upon these rights will result in disciplinary action. Saint Rose believes in due process; therefore, students have the right to be heard when it comes to disciplinary procedures.

STUDENTS' CODE OF EXPECTATIONS

All students of Saint Rose Academy are expected to meet the following standards of behavior:

1. To strive for Christian virtue, treating others with respect, charity, and dignity;
2. To act in a manner that is honest, trustworthy, responsible, and just;
3. To pursue truth and knowledge to the best of their ability, accepting responsibility for their learning and seeking help from teachers when needed.
4. To greet others, especially adults, when they pass them in the hallways or meet them around the school.
5. To answer adults with "Yes, Sister," "No, Sister," "Yes, ma'am," "No, ma'am," "Yes, sir," or "No, sir" when appropriate.
6. To stand and greet visitors when they come to their classrooms.
7. To offer to help other students, teachers, staff, and parents who are carrying or moving items.
8. To abide by the uniform policy of Saint Rose Academy.
9. To thank each teacher at the end of his/her class.

If a student misbehaves at school or at a school sponsored event, the following measures are possible:

1. The teacher and/or Principal will communicate the student's inappropriate behavior to the parents/guardians via note or a phone call.
2. The student will have a restricted recess period or loss of other privileges.
3. A conference will be scheduled with the student, parents, teacher(s), and Principal.

BULLYING

Saint Rose Academy abides by the Diocesan Policy on Bullying which follows:

The Diocese of Birmingham is committed to providing a safe and respectful environment in its schools. Bullying, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyber-bullying which is defined as destroying or smearing a person's reputation through the use of internet connected devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by the Saint Rose Handbook.

Definitions of Harassment/Bullying

Harassment/bullying is a specific type of deliberate and sustained misconduct which hurts the dignity of another person by isolation, intimidation, and/or humiliation and thus jeopardizes physical and emotional safety and undermines the well-being of the school community. Harassment/bullying repeatedly hurts another person through, but not limited to, the following behaviors:

- Physical
- Verbal
- Social/relational
- Cyber-bullying
- Sexual
- Retaliation

Reporting

1. Student practices behaviors taught in response to alleged bully.
2. Student addresses bully.
3. If the bullying behaviors do not stop, he or she reports the bullying concerns to the teacher or adult caregiver in a verbal/written report.

4. An observer/bystander of a harassment/bullying incident is expected to report the incident to a teacher or adult caregiver.
5. St. Rose Academy follows a "zero indifference" approach which means that all witnessed or reported instances of harassment/bullying will be addressed.

Administrative Investigation

All reports of harassment/bullying will be investigated by the employees and administration of St. Rose Academy. The following steps will be followed once a report of bullying is received by the administration:

1. Ensure there is a safe and secure environment.
2. Investigate- An administrative investigation and written report will be prepared.
3. Determine Remedial and Disciplinary Action- Following a reasonable investigation, administration will determine a probable cause; what remedial action is most warranted to prevent reoccurrence and allow reconciliation; and what corrective or disciplinary action is most appropriate.

DISCIPLINE IN GRADES 4K-4

All discipline in grades 4K-4 is handled in an appropriate manner by the homeroom teacher and by the specials teachers in cooperation with her.

DISCIPLINE IN GRADES 5-8

When students in grades 5-8 fail to meet the behavior expectations, the Saint Rose faculty uses a system of Referrals and Detentions.

Referrals

The Referral system aims to discourage misbehavior, to correct students when they do misbehave, and to communicate the misbehavior to their parents/guardians.

Students will receive **Behavior Referrals** for the following:

1. Displaying disruptive behavior or harmful physical contact at any time of the school day
2. Acting or speaking in a manner that is disrespectful to a teacher, adult, and/or peer
3. Talking during a fire drill, a tornado drill, or any emergency drill
4. Misbehaving at any religious function or assembly
5. Being late for class without a legitimate reason
6. Drawing/writing on oneself or on another person
7. Leaving the classroom without permission
8. Chewing gum at school or eating without permission
9. Leaving desk, locker or cubby in poor condition
10. Failing to return a Referral or Late Homework Notice (signed by a parent) to the teacher who issued it on the next school day following the day it was issued
11. Opening an outside door without permission or leaving an outside door open or ajar without permission.
12. Disturbing or opening another student's locker.
13. Other reasons as the individual teacher and/or Principal specify

Students will receive **Uniform Referrals** for the following:

1. Failing to comply with the school uniform policy (e.g., missing part or all of the uniform, wearing the uniform inappropriately, failing to keep one's hair cut appropriately, etc.)

If your child brings a Referral home, please take the opportunity to speak with him/her about the problem, sign the Referral, and have your child return it the next school day to the teacher who issued it. If you would like to discuss the Referral with the teacher who issued it, please call the school office to make an appointment. The faculty and staff of Saint Rose are very grateful for your cooperation in these regards.

The Assistant Principal will alert all parents to any referrals coming home through the use of the RenWeb system. Responding to an emailed alert about a referral does not constitute a parent signature.

Items such as, but not limited to, questionable books and pictures, matches, cigarettes, e-cigarettes, toys, trading cards, laser lights, CDs, DVDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Possession of these items may result in a referral.

DETENTION

If a student does not respond to the Referral system, or if his/her behavior does not improve, then he/she may receive a Detention. More specifically, a student will receive a **Detention** for the following:

1. Having three Behavior Referrals in one quarter.
2. Having three Late Homework Notices in one quarter.
3. Having three Uniform Referrals in one quarter.
4. Having four unexcused tardy slips in one quarter.
5. *Any conduct warranting a detention at the discretion of the Principal or Assistant Principal.*

Detentions will be served on Thursdays from 3:25-4:30 P.M., during which time the students in attendance will wear their school uniforms and will have an assignment to complete. If a student is to serve a Detention, then his/her parents/guardians will receive a notice specifying the child's offense(s) and the date on which the child will serve the Detention. Parents will also receive notification through email via RenWeb.

Please note:

- If a student is late to or absent from Detention, he/she will receive an additional Detention. If a student misses two Detentions, he/she may be suspended.
- No Detention is excused without the express permission of the Principal or Assistant Principal. In order for a student to be excused from Detention, the parent must make a written request to the Principal or Assistant Principal stating the reason for the absence. The Principal or Assistant Principal will then judge whether the student may be excused or not.
- Extracurricular activity schedule conflicts are not sufficient grounds for being excused from Detention.
- Students who receive a Detention are ineligible to play in the next sporting event that weekend or next for one game/match. They are, however, expected to uphold the obligation of being present for the game in support of their team. This applies to students representing both St. Rose athletic teams and John Carroll athletic teams.

Other misconduct that warrants a Detention or Suspension (see details below) includes the following:

1. Stealing
2. Fighting
3. Lying
4. Cheating on homework, test, or any assignment
5. Opening any communication from the school that is addressed to parents/guardians
6. Leaving the school without permission
7. Using profane language or making profane gestures
8. Vandalizing or damaging school property or another person's property
9. Expressing disrespect for authority
10. Bringing morally offensive materials to school
10. Displaying affection inappropriately
11. Forgery of parent or guardian's signature
12. Plagiarism
13. Disregarding safety rules and policies
14. Violating the Bullying Policy
15. Violating the Acceptable Use of Computers and Internet policy
16. Bringing weapons or other dangerous materials onto the school property
17. Bringing any drugs or drug-related paraphernalia onto school property
18. Other reasons as the individual teacher, Principal, *and/or Assistant Principal* specify

Suspension

In the case of a particularly serious discipline problem, a student may be suspended, that is, excluded from class or from school for a specified time, usually one to three days. The Suspension may be in-school or out-of-school, depending upon

the nature of the problem.

1. Any student receiving nine Behavior Referrals, nine Late Homework Notices, nine Uniform Referrals, or three Detentions during one quarter will serve one full day of In-School Suspension.
2. A student who has an In-School Suspension will serve it on the nearest school day after having received it and after it has been communicated to the student's parents.
3. During an *in-school suspension*, the student will be assigned work-study for the allotted time and will take any tests or quizzes that his/her class is taking that day.
4. The Principal reserves the right to judge the seriousness of the behavior and the ultimate consequences, and she has the right to suspend a student from school.
5. Some misconduct may result in automatic suspension or expulsion.
6. When a child's behavior is subject to suspension, the following actions may be taken:
 - The Principal or the teacher involved will call the parents/guardians to notify them that their child is to be suspended.
 - The Principal and teacher will schedule a conference to meet with the parents and the student to discuss the misbehavior.
 - The student cannot participate in extracurricular activities, receive homework, or take tests until the suspension has been served.
 - Students who are suspended may lose the privilege of participating in school events.
7. A student with two suspensions in a year seriously jeopardizes his/her enrollment at Saint Rose Academy.

Expulsion

Expulsion will be invoked as a last resort and after consultation with all parties concerned. All actions subject to suspension are also grounds for expulsion as well as any other offense judged serious enough by the Principal, teacher(s), and school authorities in a particular case. The following procedure will be followed.

1. The student will be provisionally removed from the school setting after the incident.
2. The Principal and teacher will schedule a conference to meet with the parents and the student to discuss the misbehavior.
3. The Principal will make the final decision. She will notify, through a written report, the Director of Education for the St. Cecilia Congregation about the expulsion, stating the reasons and procedures followed.

Students, parents, faculty, and/or staff will be subject to severe consequences if they **threaten** another person with harm. Harassment of any kind or form is not supported by the school and will not be tolerated. Even joking about harming another will be treated seriously. This includes any activity by students on any social media outlets.

Parents/guardians are expected to cooperate with the school in all disciplinary matters. If you have a question or concern regarding the discipline of your child(ren) at school, please first discuss the issue with the teacher involved. If necessary, and only after you have spoken with the teacher, you may contact the Principal or Assistant Principal.

OFF-CAMPUS CONDUCT

The administration of St. Rose Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

EXTRACURRICULAR ACTIVITIES

To enrich the students' learning experience and to increase opportunities for the students' growth, the following extracurricular activities will be provided at Saint Rose Academy for the children in the grades levels indicated. Other activities may be offered, depending on student interest level. Schedules for and details about these activities will be published in "The Shield."

Middle School Choir (6-8)
Knights of the Altar (6-8)
Treble Choir (3-5)
Debate Club (6-8)

ATHLETICS

Toy Bowl Association

The Toy Bowl Association seeks to foster the physical, mental, and spiritual development of children through participation in organized athletics. Toy Bowl encourages parents to take an active role in support of their program.

Saint Rose participates in the following sports through the Toy Bowl:

Co-Ed Volleyball (3-6)
Girls Volleyball (7-8)
Boys Volleyball (7-8)
Girls Basketball (5K-8)
Boys Basketball (5K-8)

Each child who is interested in participating in Toy Bowl athletics must have the following forms signed and on file with the Athletic Director prior to the start of practice for each sport:

- * Saint Rose Athletic Handbook Agreement Form (Included in the Back-to-School Packet)
- * Parent Code of Conduct Form
- * Permission Form/Waiver
- * Concussion Form

All forms, except the Handbook Agreement Form, will be distributed by the Athletic Director prior to each season.

Satisfactory Academic Progress in Sports

In recognizing the value of athletics in the formation of the child, we must recognize the importance of academics with athletics. With that in mind, students in 5th through 8th grades will be held to the following standard:

- Progress Report - one F or 2 D's will result in a one-week suspension of play/practice or suspension until grades improve.
- Report Card - one F or 2 D's will result in a two-week suspension of play/practice or suspension until grades improve.

John Carroll Middle School Athletic Program

Saint Rose 7th and 8th grade students are encouraged to participate in the Middle School Athletic Program run through John Carroll Catholic High School and the Alabama High School Athletic Association. Through this program, they may participate in basketball, cheerleading, dance team, cross-country, football, golf, soccer, softball, track, and volleyball. Please see www.jcchs.org for details.

Students who participate in JCCMS sports must maintain a satisfactory grade in all academic subjects as stated previously.

Volunteer Coaches

Parents or friends of Saint Rose Academy who are interested in coaching an athletic team at the school are to call

the Athletic Director and are to indicate this on the “Saint Rose Athletic Handbook Agreement Form.”

Volunteer coaches, as all other volunteers at Saint Rose, are expected to comply with the philosophy and behavior expectations of Saint Rose Academy. These expectations are delineated more specifically in the “Saint Rose Athletic Handbook” which is included at the end of this Student/Parent Handbook. In the event that a volunteer coach does not fulfill these expectations or if he/she exhibits improper conduct in his/her personal or professional life, the Principal and/or Athletic Director may ask the coach to resign or may remove the individual from the coaching position.

Each coach must have on file with the Athletic Director:

1. Certification of Youth Protection or Shield the Vulnerable Website Training (updated every three years),
2. A form for permission for background check,
3. The signed agreement in the Saint Rose Athletic Handbook (must be signed every year)
4. Concussion Training
5. Rules and expectations for your team

For more information about athletics at Saint Rose, please see our Athletic Handbook (page 41)

HEALTH

If your child is ill, please keep him/her home from school. Children who become ill during school hours may wait in the office area until their parents pick them up. Children, even those in the Primary Building must be signed out and dismissed through the school office if they become ill and need to go home.

ALLERGY POLICY

St. Rose Academy recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. The school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of any students’ allergies as noted by parents.

PRESCRIPTION AND OVER-THE-COUNTER MEDICINE

Prescription and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. Saint Rose Academy does not provide any over-the-counter medicine (e.g., Tylenol, Advil, etc.) for students. If a child is given a prescription to “take three times daily,” we recommend that the parent give the medicine before school, after school, and at bedtime. If your child must take prescription or over-the-counter medicine at school, the following procedure must be followed:

1. The parent/guardian must have completed an authorization form for the dispensation of each medication the child is to take, thereby giving the designated staff member permission to dispense the medicine as necessary. This authorization should include the name of the medicine, amount of dosage, times to be given, and how long (for what dates) this particular medicine is to be given to the child. Any changes in dosage, times to be given, or dates to be given will require the completion of a new form. You may obtain a new form from the school office.
2. The parent/guardian should bring over-the-counter medicine to the office in the original, labeled container with the child’s name and dosage written on the container. This medicine should be in a Ziploc bag with the proper authorization form.
3. The parent/guardian should bring prescription medicine to the office in the original bottle showing the patient’s name and dispensing information. This medicine should be in a Ziploc bag with the proper authorization form.
4. A designated staff member will dispense the medication.
5. **Under no circumstances are students to have any medicines in their personal belongings.**
6. If your child needs to use an inhaler, an EpiPen, or any other medical device, please advise the Principal, Administrative Assistant or front office personnel of how this is to be administered and give written permission for its administration as necessary.

For students in the Primary Building

The same procedures as above are to be followed. Parents, however, are to give the medicine(s) and authorization form(s) to school personnel in the Primary Building, where one of the staff members there is designated to dispense medication.

If parents/guardians do not follow the procedures as stated above, Saint Rose Academy will not take responsibility for dispensing medication(s) to their child.

MISCELLANEOUS CELL PHONE AND TELEPHONE POLICY

Based on the Diocese of Birmingham Policy on Electronic Equipment: Any electronic device present during the school day will be used for only directed educational purposes within the acceptable use policies. Schools must establish a policy to ensure this outcome.

In response to this policy, students at **Saint Rose are not allowed to have cell phones in their possession at any time during the school day.** This also applies to before and after-school care and during school field trips.

Any cell phones confiscated by the faculty and staff of St. Rose will be held by the Assistant Principal, and parents must make an appointment to pick them up.

There may be valid reasons for students to bring a cell phone to school for after-school purposes off campus. In these cases, a student may bring a cell phone to office personnel with a parental note of permission immediately upon arrival at school; it will be returned at the end of the school day or in after-school care upon leaving.

Students may rarely use the school phone and, then, only with permission from the Principal, or office personnel. Children are not permitted to call home for forgotten homework, books, shoes, etc. Carpool, extracurricular activities, and permission to go home with someone else should be arranged prior to coming to school.

After sports practices or other extracurricular activities, the advisor/faculty member responsible for the students may give permission for a student to use the school phone (the one in the cafeteria/ASC room) to contact his/her parent if needed. Students *should* not use cell phones at school or at any school function.

CHILD ABUSE POLICY

Saint Rose Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

FUNDRAISING

Since Saint Rose Academy is independent of the Diocese of Birmingham in Alabama, it receives no financial support from the diocese. As a result, Saint Rose depends solely on tuition, fundraisers, and donations to operate. Information on giving opportunities is available from our Development Director and on the Saint Rose Academy website. The Dominican Sisters gratefully pray for God's blessings upon all of our benefactors.

LIBRARY

The Saint Rose Academy library is open from 8:00 a.m. until 2:45 p.m. Monday through Thursday and 8:00 a.m. until 1:45 p.m. on Fridays. Students are permitted to check out books for two weeks at a time, and they may renew books for an additional two weeks. Books not returned by the end of the semester are subject to a \$20 fee per book.

LOST AND FOUND

Students and parents may retrieve any lost or misplaced items from a designated area in the school office. The school will dispose, monthly, of any lost and found items not retrieved. **Please clearly mark all of your child's belongings (including clothing, shoes, backpack, and lunchbox) with his/her name.**

LUNCH

Each class prays grace before meals together in the classroom or in the chapel before going to the cafeteria and then prays grace after meals as a group before leaving the cafeteria (or in the classroom for 3K, 4K, 5K.) The children are encouraged to be grateful for their food and to eat what is given to them.

If a child does not have a lunch, the following steps will be taken to ensure that the child has a lunch to eat:

- 1) The school will make an attempt to contact the parent(s) or guardian (s) to ask for the child's lunch.
- 2) The Special Lunch providers may serve the child that day. In this case, the child's parents must make arrangements for payment with the Special Lunch provider.
- 3) As a last resort, the teacher or child will ask the child's classmates to share parts of their lunches with him/her.

Special Lunch is offered for students in grades 1-8. Information for ordering Special Lunch is available online through Christian Catering.

PARENT CUSTODIAL MATTERS

Saint Rose Academy will adhere to the following guidelines regarding parent custodial matters:

1. Because children's achievement is furthered by the participation of the parents in the educational process, all parents are encouraged to attend and participate in school functions.
2. Without information to the contrary, it is assumed that both parents have parental and legal rights. It is the responsibility of a custodial parent to give the school a court-certified copy of the custody section of the divorce decree.
3. If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing.
4. In accordance with the Buckley Amendment, academic records (i.e., Report Cards, Progress Reports, and standardized testing results, etc.) will be made available to the non-custodial parent upon written request unless the school is notified in writing by the custodial parent that this is prohibited by court order.
5. Since child custody disputes can disrupt the educational process, school personnel will not become involved in custody disputes.
6. In the case where a restraining order has been implemented, Saint Rose requires proper documentation as to who may or may not check a child(ren) out from school.

PARKING

When visiting the school, please use the parking spaces in the Saint Rose Academy parking lots or on the street. Please **do not park in the fire lanes or around the circle** in front of the building. Your compliance with this procedure will allow emergency vehicles to have ready access to the school as necessary. *Please respect all signs for Reserved Parking.*

PRIVATE PARTIES

Since private parties are not school-sponsored activities, invitations to such parties may not be distributed at school by parents, teachers, or students.

RECESS

An outdoor recess time will be provided each day for the students. To be excused from recess, a student needs written explanation from his/her parent/guardian. Students should bring proper outdoor clothing for recess on cold days.

REIMBURSEMENT

If parents would like to be reimbursed for any purchases made for the school (e.g., classroom supplies, special events, auction expenses), then they must first complete a Purchase Order (forms available in the office) to be submitted to the Principal for approval. **The Purchase Order must be received prior to purchase. The school will not pay for any items purchased without the Principal's approval.**

RELATIONSHIPS

While Saint Rose Academy encourages students to grow in their friendships with all of their peers, the school discourages "boyfriend/girlfriend" relationships for children of elementary school age. Students who display affection inappropriately while at school will be disciplined accordingly.

SEXUAL HARASSMENT POLICY

The school prohibits of any form of sexual harassment. The school policy on this matter and grievance procedure is available in the Saint Rose "Policies and Procedures Handbook" in the school office.

Saint Rose Academy provides a safe environment for all individuals. Verbal or written threats (including texting and any social media) made against the physical or emotional well-being of any individual will be taken seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension and/or expulsion.

STUDENTS' PROPERTY

The school reserves the right to inspect desks, cubbies, lockers, purses, *electronic devices brought to school*, and backpacks at any time.

VISITORS

All visitors to the school (including parents and including visitors to the Primary Building) must first go to the office. If the visitor has come to school to pick up a student, to leave items for anyone at school, or to see a child during the school day, he/she must report to the office. Parents/guardians are not permitted to wander through the school for any reason.

Student Visitors

We heartily welcome prospective students to visit Saint Rose for a day. However, students are not encouraged to invite friends to come to school for a day as this can interrupt the learning environment. Such student visitors are allowed only with permission from the Principal, and, for the good of the class, this permission is not readily given.

VOLUNTEERS

Saint Rose Academy is deeply grateful to all of the volunteers who help with the many activities and events at the school. Any volunteers who will be in direct contact with children (field trip drivers, room mothers, cafeteria servers, coaches, classroom volunteers, etc.) must have on file in the school office a record of his/her Birmingham Diocese Youth Protection Training or Shield the Vulnerable Website Training (which must be updated every three years), and a permission for background check form.

TUITION AND FEES

As tuition and fees vary year to year, they are not quoted in this handbook but will be published prior to the opening of registration each school year.

Registration Fee and 10% Deposit

After the first of the year, prior to registration for the next school year, the family registration fee and tuition costs are published. Upon registration, the *non-refundable* family registration fee is due with the paperwork provided by the admissions and business offices. In April, a 10% *non-refundable* tuition deposit is due. This deposit is applied directly to annual tuition for those students who attend the next year. However, should a family subsequently be unable to attend Saint Rose Academy, the 10% deposit is forfeited, as well as the registration fee.

Financial Aid

Student financial aid may be available to families in need of tuition assistance. If you need financial aid, please take the following steps:

1. Indicate on your registration form where indicated that you intend to apply for financial aid and specify the dollar amount you plan to request.
2. Call to make an appointment with the Principal to discuss tuition assistance.
3. Complete the Smart Tuition Aid application form (annually) by the date published with the registration materials. Online and paper applications are both available. Those completing the application after the due date will be considered for tuition assistance only if funds remain.

Only families whose tuition for the year is current and whose account is in good standing will be considered for the awarding of financial assistance for the following year.

Scholarship for Kids

In accordance with the Alabama Accountability Act, scholarship may be available to families who qualify according to state guidelines. **Only families who are current on all school accounts will be considered for scholarship eligibility. Accounts must remain current at all times or scholarship recipients may risk loss of the scholarship.**

Tuition Payment

All tuition, after school care, sports and activities fees will be billed by and paid through Smart Tuition or through Direct Bank Account Deduction. The first payment for tuition is due in July, before the beginning of the school year. We currently offer the following payment plans for tuition:

1. Annually (July)
2. Semi-Annually (July and December)
3. Quarterly (July, October, January, April)
4. 9 payments (July-March)

Parents are to make payments as follows:

1. *Return all identifying paperwork (invoices) with check payments.*
2. *If sending payment without an invoice, note on the check for what you are paying.*
3. *If the name on the check is different from the student/family name, note on the check for whom the payment is being made.*
4. *For payments that are more than \$20, do not send cash. Checks or money orders are required.*
5. *The preferred method of payment is ACH (direct bank withdrawal).*

Financial Difficulties

If you are experiencing financial hardship due to unforeseen circumstances, please call the Principal or Business Manager. The business office has online access with Smart Tuition, allowing us to help you personally when difficulties arise. We will assume all is well unless you inform us to the contrary, and delinquent accounts will be subject to the collection efforts of Smart Tuition.

If tuition is sixty (60) days delinquent, child(ren) may not participate in any activity that requires a fee nor attend After School Care (except in extenuating circumstances as determined by the Principal in conjunction with the Business Manager).

If tuition is delinquent, unless adequate provisions have been made with the Principal, all of the child(ren)'s records will be withheld.

Likewise, at the end of the school year, unless adequate provisions have been made with the Principal, all records will be withheld from any family owing tuition, After School Care fees, or any other fees that have been billed but remain unpaid. If a family remains in arrears with tuition and/or fees and no arrangements to address the situation have been made, or the family has not paid per the arrangements made, registration for the following year will be suspended until the tuition obligation has been met.

Student Withdrawal

In the case of a student withdrawal during the school year, tuition will be prorated. If the student has been in attendance for any part of a month, a full month's tuition will be paid for that month. In the event that the tuition already paid is in excess of the amount due at the time of withdrawal, the appropriate prorated refund will be made. If a student is withdrawn with tuition still owing through the month of withdrawal, the student's transcripts and records will be withheld until the balance owing has been paid in full.

Fees

The consumables fee for each child is announced prior to registration for the next year and is due in June, before the start of school. The consumables fee is non-refundable after July 1st.

A late fee of \$30.00 will be assessed for payments that are not made within 30 days of the billing date. This will include late payments for tuition, After School Care, and any other fee shown on the statement received from Smart Tuition. The late fee will be added to the next month's bill and will be added each month that the balance is in arrears.

A \$40.00 fee will be assessed for any check being returned for “Non-Sufficient Funds” (NSF). After two checks being returned NSF, payment must be made by cash, credit card, money order, or a cashier’s check from your bank.

Post-dated checks are not accepted for payment; nor will a check be held for processing.

Private Sources of Financial Aid/Tuition Assistance

If you have private arrangements with a pastor, family member, former spouse or other benefactor to pay a portion or all of your child(ren)’s tuition or fees, a written statement must be provided to the business office, signed by the party who will be paying for the assistance, with terms indicated. This will avoid confusion as expenses arise, and it will clarify the degree and manner of payment the business office can expect. If the benefactor is to receive invoices, he/she will need to set up a Smart Tuition Account to facilitate payment.

Parish Subsidy

Please ask your pastor about the availability of a parish subsidy for tuition assistance. You may obtain the required subsidy form, to be signed by your pastor, from the school office or on the school website.

Questions for the Business Office

If you have any questions or need assistance regarding your Saint Rose finances, please contact the Business Manager at extension 108 or the Accounting Assistant at extension 109.

ST. ROSE ACADEMY UNIFORM CODE 2017-2018

The students of Saint Rose Academy are expected to wear their uniforms with pride. They should not add to nor deviate from the uniform, which should be neat and clean. All parts of the uniform, including shoes, should be cared for and properly worn. A student who fails to comply with the uniform policy will receive a Uniform Referral (grades 5-8) or another appropriate disciplinary action. In the event that a student is not able to wear the uniform as described below, a written note must be given to the homeroom teacher and approved by the Principal.

Please clearly mark all of your child’s uniform clothing with his/her name.

FOR ALL STUDENTS

Please note that polo shirts, sweatshirts, sweaters, jackets, etc. should be washed using a non-chlorine bleach because bleaching results in the distortion of colors in the logo.

Shirts must be tucked in at all times. A plain, white short-sleeve t-shirt may be worn under a white collared shirt. Colored or printed t-shirts may not be worn under any uniform shirt including Mass attire. Non-uniform jackets, St. Rose hoodies and non-uniform sweatshirts may be worn on the playground **ONLY**.

Uniforms must be purchased at: Dennis Uniform, 130 Wildwood Parkway North, Homewood, Alabama 35209. Phone: (205) 822-7025. Website: www.dennisuniform.com. Some used uniforms (skirts, skorts, and jumpers) are available at the school.

All Girls and Boys

ST. ROSE HOODIES MAY ONLY BE WORN OUTDOORS AT SCHOOL AND ARE NOT ALLOWED AS A UNIFORM CHOICE WHILE IN SCHOOL OR IN THE CLASSROOM.

Uniform Shoes

- **All students in grades 1 to 8 will be required to wear a uniform shoe style every day:** brown or black laced

bucks, Merrells Suede Jungle Mocs or Landsend Kids' All Weather Suede Mocs (available online), boy's black or brown dress shoe with laces (available at Dennis Uniform), Mary Jane-style shoes, saddle shoes, or any brand comparable to the previously named brands.

- **Sneakers are required for PE and gym use for grades 1 to 8.** Sneakers may be left at school in student lockers and cubbies. **Keds, Converse-style, high tops and blinking light sneakers are NOT permitted. Failure to wear the proper PE attire will affect one's grades in PE.**
- **Students in grades 3K, 4K, and 5K** will be required to wear black or white dress shoes, or black and white sneakers, brown or black laced bucks, black or brown Mary Jane-style shoes, or any brand comparable to the previously named brands. **No pattern, image or trim of another color is allowed on the shoe.**
- **Not Permitted:** Keds or Converse-style, Wallabees, Sperry top-siders, boots, high top sneakers, blinking light sneakers.

Uniforms

Girls in grades **3K-4K** may choose from the following options:

- Solid navy blue uniform jumper or skort with yellow polo style collared shirt (available at local stores or the French Toast website to order online) The school logo is not required.
- Solid navy blue shorts or pants with elastic waist (available at the French Toast website or any brand similar in style)
- Solid yellow polo style collared shirt (available at the French Toast website or any brand similar in style.) The school logo is not required.
- Navy blue V-neck sweater or vest, pullover, sweatshirt or cardigan sweater may be worn in the classrooms for warmth. The school logo is not required. St. Rose hoodies may only be worn outdoors.

Girls in grades **5K-3** may choose from the following options:

- Plaid uniform jumper measuring no shorter than one inch from the top of the knee with white, Peter Pan-collared blouse
- Plaid uniform skort measuring no shorter than one inch from the top of the knee
- Navy blue walking shorts or pants
- Navy, black, or brown belt (to be worn with pants and shorts)
- White or burgundy knit shirt with the Saint Rose Academy logo
- White, navy, or grey knee socks or crew socks which cover the ankle (without logos or colored designs) worn properly
- White, navy, or grey tights. Tights must cover the toes. Leggings are not permitted.
- A white turtleneck may be worn under the long-sleeved Peter Pan blouse for warmth.
- Navy blue V-neck sweater or vest, pullover, or cardigan sweater with Saint Rose Academy logo or the Saint Rose Academy sweatshirt may be worn in the classrooms for warmth. St. Rose hoodies may only be worn outdoors.

Girls in grades **4-5** may choose from the following options:

- Plaid uniform skirt measuring no shorter than one inch from the top of the knee
- Shorts are to be worn under the plaid uniform skirt. On PE class days these shorts should be black and extend lower than the student's fingertips when standing with hands by her side.
- Navy blue walking shorts or pants
- Navy, black, or brown belt (to be worn with pants and shorts)
- White, Peter Pan-collared blouse with white camisole underneath it. Colored t-shirts or colored camisoles may not be worn under any uniform shirt or blouse.
- White or burgundy knit shirt with the Saint Rose Academy logo
- White, navy, or grey knee socks or crew socks which cover the ankle (without logos or colored designs) worn properly
- White, navy, or grey tights. Tights must cover the toes. Leggings are not permitted.
- A white turtleneck may be worn under the long-sleeved Peter Pan blouse for warmth.
- Navy blue V-neck sweater or vest, pullover, or cardigan sweater with Saint Rose Academy logo or the Saint Rose Academy sweatshirt may be worn in the classrooms for warmth. St. Rose hoodies may only be worn outdoors.

Girls in grades **6-8** may choose from the following options:

- Plaid uniform skirt measuring no shorter than one inch from the top of the knee
- Shorts are to be worn under the plaid uniform skirt. On PE class days these shorts should be black and extend lower than the student's fingertips when standing with hands by her side.
- Navy blue walking shorts or pants
- Navy, black, or brown belt (to be worn with pants and shorts)
- White oxford shirt with the Saint Rose Academy logo
- White or burgundy knit shirt with the Saint Rose Academy logo
- White, navy, or grey knee socks or crew socks which cover the ankle (without logos or colored designs) worn properly
- White, navy, or grey tights. Tights must cover the toes. Leggings are not permitted.
- A white turtleneck may be worn under the uniform oxford shirt for warmth.
- Navy blue V-neck sweater or vest, pullover, or cardigan sweater with Saint Rose Academy logo or the Saint Rose Academy sweatshirt may be worn in the classrooms for warmth. St. Rose hoodies may only be worn outdoors.

Boys in grades **3K-4K** may choose from the following options:

- Solid navy blue shorts or pants with elastic waist (available at the French Toast website or any brand similar in style) Solid yellow polo style collared shirt (available at the French Toast website or any brand similar in style). The school logo is not required.
- Navy blue V-neck sweater vest, pullover, sweatshirt or cardigan sweater may be worn in the classrooms for warmth.
- The school logo is not required. St. Rose hoodies may only be worn outdoors.

Boys in grades **5K-8** may choose from the following options:

- Navy blue pants
- Navy blue walking shorts
- Solid (i.e., without a pattern or design) navy, black, or brown belt
- White oxford shirt with the Saint Rose Academy logo. Oxford Shirts must be worn so that the top button closes.
- White or burgundy knit shirt with the Saint Rose Academy logo
- White, navy, grey, or black socks (without logos or colored designs) above the ankle bone.
- A white turtleneck may be worn under the uniform oxford shirt for warmth.
- Navy blue V-neck sweater or vest, pullover, or cardigan sweater with Saint Rose Academy logo or the Saint Rose Academy sweatshirt may be worn in the classrooms for warmth. St. Rose hoodies may only be worn outdoors.

MASS ATTIRE

On Mass days and on other days as announced by the Principal:

- Girls in grades 5K to 3 are to wear the plaid jumper and Peter Pan-collared white blouse.
- Girls in grades 4 and 5 are to wear the plaid skirt and Peter Pan-collared white blouse with a white camisole underneath it.
- Girls in grades 6 to 8 are to wear the plaid skirt and white oxford button-down uniform shirt.
- Boys in grades 5K to 8 are to wear the white oxford shirt with uniform tie and blue pants with belt.
- Students may wear the uniform sweater or V-neck, pullover, or cardigan or the Saint Rose Academy sweatshirt for warmth. St. Rose hoodies may only be worn outdoors. Students are not permitted to wear non-uniform jackets or sweatshirts during Mass or other assemblies.

ACCESSORIES

8th graders are to wear their Saint Rose medal on a chain each day, once they have received it at the Leadership Ceremony in the beginning of the school year.

Accessories are permitted and not permitted as listed below:

Permitted

1. One pair of small post-style earrings for girls

2. A religious medal or crucifix on a thin chain for girls and boys
3. Simple watches

Not permitted

1. Dangling or hoop earrings; Earrings for boys
2. Other necklaces
3. Any bracelets (with the exception of a wristband received at school)
4. Rings
5. Tattoos or any random body-piercings
6. Nail polish or artificial fingernails
7. Writing on one's self (e.g. in pen or marker) or on the uniform
8. Apple® or other "smart" watch device

MAKE-UP

8th grade girls may wear natural looking lip-gloss and/or blush in modest proportion. Make-up is not permitted for girls in grades K-7 or for any boys.

HAIR

Each child's hair should be neatly combed or brushed. Girls' hair should be cut/styled so as to not hang in their eyes. Boys' hair should be cut so as to be off the eyebrows, off the ears, and not touching the collar. Colored, dreadlocks, spiked, or otherwise outlandish hairstyles are not permitted at school. Hair extensions must be approved by the principal beforehand.

Girls may only wear hair accessories that match the colors of the Saint Rose Academy uniform—solid navy blue, solid white, solid black, solid burgundy, or the plaid accessories that can be purchased from Dennis Uniform to match the Saint Rose uniform.

OUT-OF-UNIFORM POLICY

When, at the Principal's discretion, the privilege to dress out-of-uniform is allowed, students' clothing must be modest and appropriate. The following are some specific guidelines:

- Pants and shorts must be properly fitted to be worn at the normal waistline. Shorts must be at least the length of the uniform walking shorts. Leggings are NOT allowed unless worn under skirts or shorts.
- Tank tops, sleeveless shirts, any clothes with which a child's undergarments are revealed, and extremely tight clothing are unacceptable.
- Sandals or backless shoes are not allowed.
- Caps or hats are not allowed indoors.
- With the exception of sports teams or school logos, t-shirts with writing or pictures must be in keeping with the spirit and beliefs of Saint Rose Academy.

If a student abuses the out-of-uniform privilege by dressing in a manner contrary to these guidelines, the privilege may be revoked.

DRESS AT SPECIAL EVENTS

Girls may not wear to special events (e.g., graduation, May Crowning, Confirmation, etc.) any clothing that the school administration deems inappropriate for the function, such as strapless dresses, dresses with spaghetti straps, a dress that is low-cut at the neckline or high-cut at the hemline, backless, or tight-fitting dresses. Any student who fails to comply with these appropriate dress guidelines will not be allowed to participate in the event or ceremony.

Other uniform notes:

- Parents, please send a note to school if your child needs to change clothes before leaving school for the day (e.g., for baseball practice, dance class, etc.)
- If your child is unable to wear proper school shoes, a note from a podiatrist stating the reason and the length of time must be provided to the Principal.

- **Discolored or bleached logos are not permitted.**
- **Please mark all of your child’s uniform clothing with his/her name.**
- T-shirts with writing or pictures must be in keeping with the spirit and beliefs of Saint Rose Academy.

ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET ACCESS

St. Rose Academy has developed the following “Acceptable Use Policy for Computers and Internet Access” in regard to using school computers and to using other computers in a way that may affect the school.

Students are expected to show respect to the faculty and staff, to their fellow students, and to our benefactors by taking great care in using the school computers, computer systems, and computer networks. More specifically, students are to comply with the following standards:

1. Students are only permitted to use activities/programs/websites that are safe, respectful, and appropriate. They may not use or create anything that is offensive, harmful, or objectionable in any way.
2. Students must respect the privacy of other network users. They may not trespass into other people’s files.
3. Students may use the Internet at school only for educational purposes, research related to school assignments, and/or the exchange of educational information.
4. Students may not violate copyright laws. They may not load any software from Saint Rose Academy onto another computer, nor may they load any software from another location onto any Saint Rose Academy computer.
5. Students will not download any software, shareware, or freeware onto any St. Rose computer without the express permission of the technology coordinator and/or computer teacher.
6. Students may not create, introduce, nor disseminate any computer viruses or the like on any Saint Rose computer.
7. Students must NEVER give out personal information such as a last name, home address, or telephone number over the Internet. Similarly, students are not permitted to publish any of the following items on the Internet:
 - a. The name of Saint Rose Academy,
 - b. Anything related to the school (e.g., logo, address, mascot, etc.)
 - c. A photograph *or video* of themselves or others in a Saint Rose Uniform (school, athletic, or otherwise),
 - d. Anything else that may be potentially harmful to the school, to a Saint Rose student, to a Saint Rose family, to any member of the Saint Rose faculty or staff, or to the Catholic Church.
8. Students may print from school computers only with the proper permission.
9. Students are strictly prohibited from accessing and/or altering student grades or records.
10. Students may not use or participate in any social networking sites or applications while on campus or a school related event of St. Rose Academy.

The above standards are also listed on a form that is entitled “Saint Rose Academy Acceptable Use Policy for Computer and Internet” and that was given to each family with this handbook (Please see your Back-to-School packet.) Each student must discuss this Acceptable Use Policy with his/her parents/guardians, sign that form, and return it to the school before he/she is allowed to use the computers at school. The agreement is as follows:

AGREEMENT FOR ALL STUDENTS

“I have read and discussed with my parents/guardians the Saint Rose ‘Acceptable Use Policy for Computers and Internet Access.’ I understand the rules and guidelines as they apply to the use of the St. Rose Academy computer network and its Internet access. I agree to abide by them in letter and in spirit, and I understand that violating them will result in a response in accordance with this policy.”

CONSEQUENCES OF MISUSE OF SCHOOL COMPUTERS

Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment. Disciplinary action may also be taken when students use the name of the school and/or the names of fellow students in an objectionable or offensive way on the Internet from any location. A student who intentionally damages any of the school’s computer equipment may 1) lose the privilege of using school computers for the remainder of the academic year, 2) receive a failing grade in computer class, and 3) be expelled from the school.

INTERNET

Saint Rose Academy **strongly** encourages parents:

1. To keep well-aware of their child(ren)'s home use of the Internet, e-mail, social networking sites, and other electronic means of communication
2. To make decisions regarding their child(ren)'s use of all communication media tools in the light of:
 - a. The dignity of the human person
 - b. The moral nature of the child
 - c. Unity with Christ being the goal of each child's life

ELECTRONIC DEVICES

Students are not permitted to bring any type of electronic equipment (including but not limited to cell phones, iPods, beepers, CD's, CD players, DVD's, computer disks or flash drives from home, tablets) to school, on a field trip, or to any school function at any time unless specific permission has been given as part of a class assignment.

Saint Rose Academy reserves the right to confiscate any such electronic item that a student brings to school. The Principal or Assistant Principal will keep the item until it is retrieved by the parent/guardian. Saint Rose Academy is not responsible for electronic devices brought to school. Parents will make an appointment with the Assistant Principal to collect any confiscated electronic materials.

STUDENT/PARENT HANDBOOK AGREEMENT

Please find the Student/Parent Handbook Agreement Form enclosed in your Back-to-School Packet with this handbook. Please sign that form and return it to school by **Monday, August 21, 2017**.

The Principal reserves the right to modify the contents of this handbook during the school year. If she does, she will notify the parents/guardians, students, faculty, and staff of Saint Rose.

Saint Rose Academy

Athletic Handbook

2017-2018



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MISSION STATEMENT

The Mission Statement of Saint Rose Academy, as stated in the Student/Parent Handbook, is applicable not only in the classrooms, but also in the gym, on the court, on the track, and on the playing fields.

GOALS OF THE ATHLETIC PROGRAM

The athletic program at Saint Rose is a very important part of the students' education. Through it, the children have an opportunity to grow in charity and in unity with one another, to develop essential life skills (such as self-discipline, time management, and cooperation), and to discover the value of hard work, perseverance, and humility.

The character that the children develop by playing sports at Saint Rose far exceeds in importance the number of games that they win and the trophies they may earn. If Saint Rose sports teams win, then we rejoice; if Saint Rose teams lose, then we remain grateful to God for one another and for the opportunity and talents that He has given us to play.

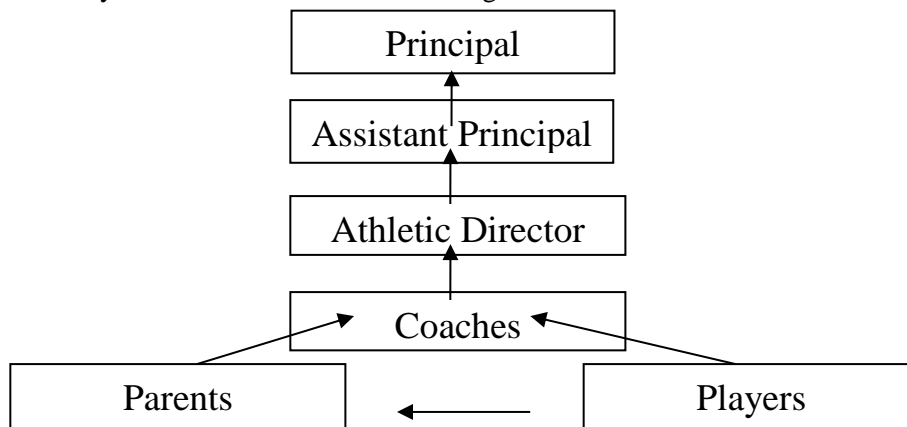
In accordance with the mission of Saint Rose Academy, the goals of the school's athletic program for the players are the following:

1. To have fun
2. To learn the rules of the game and to develop the skills to play well
3. To develop good sportsmanship. This includes:
 - a. Learning how to win graciously and how to lose graciously
 - b. Demonstrating an attitude of respect and gratitude
 - c. Playing one's best, indifferent of what the score may be
4. To learn how to cooperate as a team-player

It is the responsibility of the Principal, Athletic Director, coaches, and parents working together to see that these goals are accomplished.

AUTHORITY

The flow chart of authority for the Saint Rose Athletic Program is as follows:



EXPECTATIONS & RESPONSIBILITIES

To prevent confusion and conflict and to facilitate the smooth operation of the Saint Rose Athletic Program, the responsibilities of the Assistant Principal, Athletic Director, coaches, players, and parents are given below. Each person involved in the Athletic Program is to fulfill his/her responsibilities and can expect the others to do likewise.

The Responsibilities of the Assistant Principal

The Assistant Principal oversees the Saint Rose Athletic Program. His particular duties include the following:

1. Supporting the Athletic Program as a very important element in the education of Saint Rose students

2. Approving the following:
 - a. Coaches for each team
 - b. Uniforms for each team
 - c. The amount of the fees required for participation on a Saint Rose team
 - d. The amount of money to be spent for equipment, uniforms, etc.
 - e. The list of team expectations and procedures as defined by each coach
3. Communicating with the Athletic Director and Director of Finance about fees and expenditures
4. Revising the Athletic Handbook, as necessary, in conjunction with the Athletic Director
5. Making a final judgment on problems as they arise and as her intervention is necessary
6. Notifying the parents, Athletic Director, and coach if a student becomes ineligible to play

The Responsibilities of the Athletic Director

The Athletic Director manages each aspect of the Athletic Program and exercises authority over all coaches for all teams.

The particular duties of the Athletic Director include, but are not limited to:

1. Organizing all team and player assignments
2. Completing team rosters
3. Assigning practice times to each team
4. Approving all purchases for the Athletic Program in conjunction with the Assistant Principal
5. Approving the list of team expectations and procedures as defined by each coach
6. Ordering uniforms and equipment as necessary
7. Communicating with the Assistant Principal and Business Manager about fees and expenditures
8. Attending Toy Bowl meetings as necessary and communicating pertinent information from these meetings to the Assistant Principal and to the coaches
9. Communicating important information to coaches (e.g., schedule of games, games cancelled, etc.)
10. Assigning volunteer parents to work admissions and concessions
11. Reporting all final scores to the Toy Bowl Association
12. Ensuring the implementation of all Toy Bowl rules and regulations
13. Ensuring that the coaches adhere to rules regarding fair play time for each player

When games are played at the Saint Rose gym, the Athletic Director is also responsible for:

1. Hiring a stat-keeper and clock-keeper
2. Greeting all visiting coaches and teams in a professional and polite manner
3. Requesting the visiting team's roster and delivering it to the scorer's table
4. Preparing the gym before the game by setting up:
 - a. The scorer's table with two chairs
 - b. Ample chairs on both the home and visitor sides
 - c. The clock, a score book and/or score-reporting sheets, sharpened pencils, and one game ball
5. Checking and ensuring that equipment necessary for the game is operating properly
6. Collecting all score sheets after completion of the final game of the day
7. Ensuring that all equipment is returned to its proper place and that the gym is secured
8. Paying the referee, scorekeeper, and stat-keeper with checks previously attained from the Business Office
9. Counting, collecting, and recording monies received that day, specifically:
 - a. She receives the cash boxes from the last volunteers to work concessions and admissions for the day. Two volunteers count the total amount of money received in the presence of the Athletic Director, she records the totals on the log sheet, and they all initial it
 - b. The Athletic Director puts all of the cash into one box, and that box is locked in the Business Office with the log sheet. By noon on the next school day, the Business Manager counts out the money in the presence of the Athletic Director and checks it against the log sheet.

If the Athletic Director is unable to attend a Saint Rose home game, he/she gets a substitute to assume his responsibilities.

The Responsibilities of the Coaches

Each coach is a role model for Saint Rose students and, therefore, must conduct him/herself in a manner that reflects the teachings of the Catholic faith and the mission of Saint Rose Academy. Just as a teacher in the classroom must modify

his/her instruction and lessons based on the needs of each student, so must a coach modify his/her instruction and coaching based on the needs of each player.

The particular duties of the coach are:

1. Teaching players the rules, skills, concepts, and strategies of the game
2. Promoting fair play
3. Being familiar with Toy Bowl rules and regulations for the sport he/she is coaching
4. Setting expectations and procedures for players and being consistent in enforcing these expectations and procedures for all players on the team. The coach is to write these down—in addition to the consequences for not following the procedures or meeting the expectations—and is to give a copy to the Assistant Principal, to the Athletic Director, and to each player. These expectations and procedures are to address the following:
 - a. Attending practice and games
 - b. Trying one's best
 - c. Having a positive attitude
 - d. Being on time to practices and games
 - e. Supporting the team
 - f. Any other expectations and procedures that the coach has for the players
5. Having these expectations and procedures approved by the Athletic Director and Assistant Principal
6. Keeping attendance records of players at practices and games
7. Communicating clearly to the players and their parents the consequences for not meeting the expectations or not following the procedures. These consequences will be determined at the discretion of the coach, based on the age-level of the players and on the sport
 - a. If a player is to sit out a game, the coach (or assistant coach) must inform the player of this at least twenty-four hours prior to that game
8. Signing players on his/her team out from After School Care when practice starts at any time between 3:30 p.m. (2:30 on Fridays) and 5:30 p.m. The coach, then, is the adult responsible for the child(ren) who was/were at ASC
9. Agreeing to Toy Bowl Rules of Conduct for coaches
10. Agreeing to the Saint Rose Academy Athletic Handbook (form included in Back-to-School packet; please call the office if you need another copy)
11. Under no circumstances should coaches schedule additional practices for the team or any individuals without prior consent from the Athletic Director.
12. Coaches may not use the facilities outside of practice times without the permission of the Athletic Director or Assistant Principal.

The Responsibilities of the Assistant Coaches

Each coach may have one assistant coach to support and aid the coach in his/her responsibilities for the team. Like the head coach, the assistant coach is a role model for Saint Rose students and, therefore, must conduct him/herself in a manner that reflects the teachings of the Catholic faith and the mission of Saint Rose Academy. In addition, he/she must modify his/her coaching based on the needs of each player.

Specific duties of the assistant coach are:

1. Helping the coach to implement the responsibilities listed above
2. Working with players who may need more individual help
3. Substituting as head coach at practices and/or games when the head coach is not present
4. Agreeing to the Saint Rose Academy Athletic Handbook (form included in Back-to-School packet; please call the office if you need another copy)

All coaches and assistant coaches must have completed the Birmingham Diocese Youth Protection program or Shield the Vulnerable training and must have certification of this, in addition to permission for a background check, on file in the school office by the date established by the school office.

The Responsibilities of the Parents/Guardians

Parents/guardians are an important part of the Saint Rose Athletic Program. Their duties include, but are not limited, to the following:

1. Speaking and acting in a respectful manner to the Saint Rose Athletic Director, coaches, other parents, players, and opponents
2. Supporting all Saint Rose players, teams, and coaches
3. Having their children at all practices and games on time
4. Informing the coach when their child(ren) is/are unable to attend a practice or game
5. Volunteering at home games. For each player, one parent/guardian is to assist with concessions or admissions during one game that day (other than the one in which his/her child is playing) according to the schedule made by the Athletic Director
6. Paying sport fees before their child(ren) is/are permitted to participate in a given sport
7. Addressing any questions or concerns according to the proper procedures. (See “In the Event of a Problem or Disagreement” below)
8. Agreeing to the Saint Rose Academy Athletic Handbook form which is included in Back-to-School packet; the Student/Parent Handbook is available on the homepage of our website www.saintroseacademy.com

The Responsibilities of the Players

It is a privilege for the students of Saint Rose Academy to participate in athletics at the school. All students, regardless of previous athletic experience or ability, are invited to take part in the sports corresponding to their grade level and gender that are offered at Saint Rose. When a student joins a Saint Rose team, he/she makes a commitment to that team. The player honors this commitment by:

1. Arriving on time to all practices and games
2. Attending all practices, unless the player has a valid reason for not doing so (e.g., illness or family obligation)
3. Informing the coach if unable to attend a practice or game
4. Following team procedures and meeting team expectations as clarified by the coach and approved by the Assistant Principal and Athletic Director
5. Being responsible for his/her uniforms and personal equipment
6. Supporting all Saint Rose sports teams
7. Cleaning up the bench area after each game (both home and away)
8. Speaking and acting in a respectful manner to coaches, parents, teammates, and opponents
9. Keeping up with academic work. In recognizing the value of athletics in the formation of the child, we must recognize the importance of academics with athletics. With that in mind, students in 5th through 8th grades will be held to the following standard:
 - Progress Report- one F or 2 D's will result in a one-week suspension of play/practice or suspension until grades improve
 - Report Card- - one F or 2 D's will result in a two-week suspension of play/practice or suspension until grades improve
10. Keeping the behavior standards of Saint Rose students as described in the Student/Parent Handbook (see “Students’ Code of Expectations” (page 23) A student who exhibits continuous behavior problems may be suspended from a game(s) at the discretion of the Principal and of the teacher(s) involve
11. Agreeing to the Saint Rose Academy Athletic Handbook (form included in Back-to-School packet; please call the office if you need another copy.)

The Responsibilities of the Business Manager

In regards to the Athletic Program at Saint Rose, the responsibilities of the Director of Finance include:

1. Determining, with the assistance of the Assistant Principal and the Athletic Director, the fees associated with the Athletic Program
2. Collecting and recording fees for athletics
3. Receiving the monies obtained from concessions and admissions at home games, counting them in the presence of the Athletic Director, and confirming the log sheet
4. Reviewing purchase requests for the ordering of uniforms and equipment

TIME OF PLAY

Players on Saint Rose sports teams will be allowed fair playing time in games. The guidelines for playing time are as follows:

- In volleyball: Each player will play at least the duration of 10 serves in a match (“Match” = the group of three

games played between two teams.)

- In basketball: Each player will play enough minutes to equal at least one quarter in every game.
- In the Toy Bowl Field Day: The number of events in which each Saint Rose athlete is to participate depends upon the number of events offered in the meet and the total number of students participating. Students will generally be placed in events according to their strengths.

The following factors are also to be taken into consideration regarding time of play:

- If a player has missed practices without good reason (e.g., illness, family obligations, or emergencies), then the Athletic Director will decide the individual case about how much time the player ought to be allowed to play.
- Any student who is absent from school for ½ day or more, or who goes home sick, cannot participate in any school-related activity that day or night.
- Students missing practice for an excused reason (e.g., sickness, family obligations, or emergencies) should not be suspended from participating in a game or meet.
- Students may be suspended from playing in a game when they are late to or absent from practice on three occasions without an excuse or because of a Detention. Once a student is suspended from a game for these reasons, those three tardies/absences can no longer be held against him/her in regards to playing time in a game.

IN THE EVENT OF A DISAGREEMENT/PROBLEM

Problems and disagreements are to be handled at the lowest level of authority possible. Specifically, the procedure is as follows:

If a parent has a concern, he/she should:

1. Talk to the coach about it, explaining his/her concerns and being receptive to what the coach has to say.
2. If the concern persists, talk to the Athletic Director about it.
3. If the concern still persists, talk to the Assistant Principal.

If a coach has a concern, he/she should:

1. Talk about it with the parents involved, explaining the concerns and being receptive to what the parents have to say.
2. If the concern persists, talk to the Athletic Director about it.
3. If the concern still persists, talk to the Assistant Principal.

***Note:** Players, parents, and coaches should have recourse to the Assistant Principal only when they have not been able to attain a solution themselves or with the help of the Athletic Director. Once those involved have recourse to the Assistant Principal, and after she has had the opportunity to consider the situation, her ruling will be final. No one involved in the disagreement may have recourse to anyone outside the school without permission of the Principal.

FURTHER QUESTIONS

If you have any questions about anything contained in the Athletic Handbook or anything that is not addressed here, please feel free to contact the school to speak with the Athletic Director and/or the Assistant Principal.