

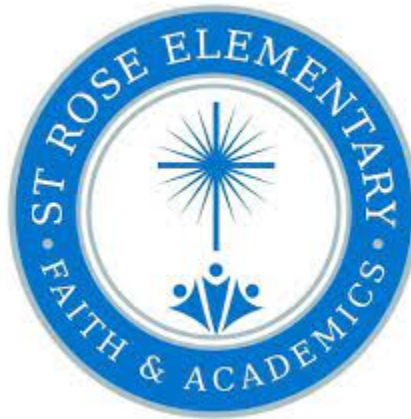


ST. ROSE ELEMENTARY SCHOOL

STUDENTS: PRE-K THROUGH 6TH GRADE

2023-2024 Parent/Student Handbook PreK-3 and PreK-4





The following handbook contains rules and regulations to be followed by St. Rose of Lima Elementary School Preschool Program. St. Rose of Lima Elementary School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

MISSION STATEMENT

St. Rose of Lima Elementary School, rooted in Catholic values, strives to achieve educational excellence by facilitating the intellectual, spiritual, and physical growth of each child and promoting a community of faith, hope, love and service.

VISION STATEMENT

St. Rose of Lima Elementary School exists to bring the Good News of the Gospel to the people of St. Rose of Lima Parish and its neighboring communities.

STATEMENT OF BELIEFS

At St. Rose of Lima Elementary School, we believe:

- Every child is a gift from God.
- Parents are the primary educators of their children.
- Teachers are partners with the family in the educational process.
- Every person must be treated with dignity, respect, and care.
- The school is rooted in the life of the Parish.

SPIRITUAL DEVELOPMENT

The primary purpose of St. Rose of Lima Elementary School is to assist the parents in passing on to their children the faith that makes them People of God. The principal goal of our religious education program is to bring the believer to full stature in Christ. The program is developed so that the children are encouraged to:

Grow in attitude of love of God and neighbor
Form habits of prayer and worship
Engage in works of service to others

Parents are expected to set an example for the religious education of their children by participating in Mass each week, praying with their children, etc. We support parents in their role as primary educators of their children by providing additional instruction and opportunities to continue what is being taught in the home.

Code of Christian Conduct

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. St. Rose of Lima Elementary School is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth—parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbook.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school's handbook. Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting.

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels).
- Abusive and/ or threatening electronic, written or verbal communication.
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

ACCREDITATION

Middle States Association Commissions on Elementary Schools (MSA – CESS)

“The Middle States Association Commission on Elementary Schools is one of three accreditation units of this regional accrediting body.” The *Commissions on Elementary and Secondary Schools* accredits early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, supplementary education centers, learning services providers, and distance education institutions.” <http://msa-cess.org/Relld/33637/Isvars/default/Home.htm>

MSA-CESS works with public and private schools that serve an elementary-age population in New York, New Jersey, Pennsylvania, Delaware, Maryland, The District of Columbia, Puerto Rico, and the US Virgin Islands. MSA-CESS also works with schools in the mid-East, near-East, Africa, and Europe.

Saint Rose of Lima Elementary School received accreditation in the fall of 2018. Saint Rose Elementary School received a letter from MSA stating the following...

“This is to confirm that the Middle States Commissions on Elementary and Secondary Schools has received, reviewed, and accepted the Mid-Term Report completed for Saint Rose of Lima School. The report was found to be complete, and shows evidence of faithful implementation of the strategic plan for growth and improvement.”
(MSA-CESS, December, 2018.)

Saint Rose of Lima Elementary School has continued the accreditation process completing the *Excellence by Design* protocol from the Middle States Commissions on Elementary and Secondary Schools. Saint Rose of Lima Elementary School has been recommended to receive full accreditation in March of 2018 by the Visiting Team. Accreditation will be acknowledged in the fall of 2018 from the Middle States Association and run through December 1, 2025.

St. Rose of Lima Elementary School PreK-3 and PreK-4 Program

The underlying instructional strategy in early education throughout preschool is the use of organized and free-play activities that are intended to provide opportunities for children to interact, explore, and relate successfully in their environment.

The St. Rose of Lima Elementary School preschool program uses a multi-sensory hands-on learning approach to teach fine motor skills, auditory and visual learning using center time, books, songs, technology, and art. Free play, story time, show and tell, music, crafts, and outdoor play fill the students' day.

Children attend prayer services, participate in community service projects, and are provided many cultural arts activities. Parents are confident in knowing their children are being educated in a comfortable and nurturing environment that provides an educational curriculum that allows children to achieve their highest potential.

ABSENCES/ATTENDANCE

Students are expected to attend school every day according to the school's calendar. Regular attendance in our program is important for your child to have the very best experience in school. St. Rose of Lima Elementary School takes and keeps a record of attendance each day. Pennsylvania State passed a new Attendance law, Act 138. Illness of the child, death in the family, and exceptional instances that affect the child are the only legitimate reason for absence from school. **Absences must be communicated to the school by 8:30 AM by phone or email.** Please contact the school office:

717-792-0889 or email Mrs. Raetz at mraetz@stroseschoolpa.org to communicate absences for sickness, doctor appointments, and unforeseen events such as a family emergency.

Attendance Procedure

If a student is unable to attend preschool, **a parent/guardian must:**

- **call the office between 7:30-8:30 am to report the absence.**
- provide the student's name and reason for absence.
- **provide a written note signed by the parent/guardian if the student is leaving school early.**
- come to the Main Office to sign in their student should they arrive late to school.
- provide a written note explaining the student's absence. This is required upon the student's return.
- provide a required physician's certificate before readmission when a student has a communicable disease or when a student has been absent **three or more consecutive** days due to illness
- use the appropriate attendance forms found on the school website.

ALLERGIES

Please be sure all allergies are reported on your child's application to St. Rose of Lima Elementary School. If your child has a severe allergy, please be sure to also communicate it clearly and directly with your child's teacher and/or the school secretary. If your child has an inhaler or Epi-Pen, we **must** have a doctor-ordered action plan in place to ensure your child's health and safety.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival: All students should arrive no later than **7:55 AM** in order to prepare for the school day.

All traffic drop-offs need to be quick and as efficient as possible due to the high volume of traffic:

- Please do not abandon your vehicle in the drop off area.
- If for any reason you need to spend extra time with your child during drop-off, please pull into a parking spot and walk your child up to the school doors so as not to impede the flow of traffic in the drop off area.

A St. Rose of Lima Elementary staff member will be at the doors to welcome your child and help him or her safely into the building.

Children arriving after 8:00 AM are considered late and will need parents to sign them in. Please park your car and come into the Main Office to sign in your student.

Dismissal: All students are dismissed at **2:50 PM.**

All preschool students will be picked up curbside at your vehicle. Your child/children will be walked out to you.

Children are released only to the parent/guardian or other person authorized for pick-up. Families are asked to notify the school office in advance if someone other than a parent is picking a child up. This individual must be listed on the student information form filled out by parents at the start of the school year.

Designated persons will be asked to present a current/valid photo driver's license to ensure the safety of the children.

AUTHORIZATION FOR PICK UP

The safety of your child is of the utmost importance to us. All parents/guardians must complete a form authorizing to whom your child may be released. We will then only release your child for pick-up to those people who are approved by you. If we do not recognize the pick-up person, we may ask for a current/valid photo driver's license to match the name you give us for pick up.

If, on any given day, you need to have someone new pick up your child, please send a note with the new pick-up person's first and last name. This note must be dated and signed by you (the parent/guardian). Email may be used for this as well, marked "TIME SENSITIVE" in the subject line. Our school will contact you for verification once the email is received.

- Please be sure to tell the person picking up your child that s/he must have a current/valid driver's license with photo to show the office for safety purposes.
- Please be sure to make our office aware of any situation that could pose a danger to your child regarding pick-up (custody situations, etc.). **Official court orders must be provided and followed if a parent is requesting that the child's other parent not pick up a child.**

BATHROOM POLICY

The St. Rose of Lima Elementary School PK3 and PK4 requires children attending to be “independent bathroom users”. An independent bathroom user is defined as a child who recognizes the need to go to the bathroom on his or her own, can then use the bathroom, wipe, wash hands, and redress themselves. We recognize that young children may have occasional bathroom accidents, and we will assist when needed.

Families can help encourage their blossoming “independent bathroom user” by providing verbal guidance on how to wipe, supporting and encouraging their child in this process, resisting the urge to “just do it” for them, and being patient and loving as children practice and learn at home. This will contribute to the child experiencing greater success at school.

Our bathroom policies for PK3 and PK4 are not meant to disregard the natural development of the child where potty-training is concerned. However, we must have these established policies to allow our teachers the maximum opportunity to teach and be available to all students.

Teachers are able to help students with changing clothing if they are wet (e.g. handing the clothes into the bathroom for children to change into and placing the wet clothing into a plastic bag to be sent home.) Teachers are not able to change soiled clothing when children have a bowel movement in their clothing. Parents will be contacted and must come to school to change their child.

BIRTHDAY/CLASSROOM CELEBRATIONS

At St. Rose of Lima Elementary School, we love to celebrate the day your child was born! Please contact your child’s teacher by email if you would like to make arrangements for celebrating your child’s birthday at school. If you choose to send in a special treat, please provide small individual treats (for ease of serving, eating, and clean-up).

If your child has a specific food allergy, please communicate with your child’s teacher.

If birthday party invitations are given out at school, it must be for all members of the child’s class. If parents choose to invite specific students but not all students from a class then invitations must be sent through the mail or via email.

BULLYING

St. Rose of Lima Elementary School does everything within our power to create, encourage, and sustain a loving, caring environment.

Bullying creates an atmosphere that is unhealthy for everyone. Bullying is a serious problem that causes great pain to those involved; therefore, bullying is not tolerated.

It is important to understand that bullying has a repetitive element to it.

Bullying is defined as:

- using power (physically or emotionally) over another
- being mean on purpose
- hurting someone repeatedly
- behavior is repetitive - happens more than once

If a child displays these behaviors consistently, is unable or unwilling to control his/her body in a respectful manner, consistently harms others, or impedes the learning process, disciplinary action will be taken.

CLEARANCES

During the school year, many opportunities will be available to help in the classroom or on field trips. All volunteers who will be working with children **must have all required volunteer clearances on file with the school and church office including:**

- **PA Child Abuse History Clearance**
- **Criminal Record Check Clearance**
- **FBI Fingerprinting**
- **Adult Unpaid Position Disclosure Statement**
- **On-Line Child Recognition and Reporting Child Abuse Training**

CLOSINGS AND DELAYS

The St. Rose of Lima Elementary School PK3 and PK4 programs will follow the St. Rose of Lima Elementary School grades K-6 for closings and delays.

Closings and delays are typically reported to the following television station: WGAL 8. We will also send parent text alerts and/or send email notifications through the Rediker system. Please make sure the school has your correct email and cell phone number on file.

If there is a **2-hour delay:**

- **Preschool classes will begin at 10:00 AM.**

COMMUNICATION

Parents, teachers, and administrators work in partnership to ensure the best educational outcome for the child. St. Rose of Lima Elementary School values open and honest communication.

If you have questions or concerns, please set up a time to meet with the appropriate person (teacher/principal) as soon as possible. Email can be an effective communication tool, but often falls short when discussing student behavior or student progress. Please avoid using email to express negative feelings or discontent.

It is best to communicate directly with the teacher about your concerns. Please email the teacher to set up a time to meet. Teacher email addresses can be found on our school website. Teachers are required to check their email at least once in the morning and once at the end of the day and will respond to you promptly.

IMPORTANT: Please do NOT use email or voicemail to relay information that must be immediately received. Teachers may be unable to see it in a timely manner due to their teaching responsibilities. **If you have a time-sensitive issue, please call our school office at 717-792-0889** and our school secretary will relay the information to the appropriate teacher.

Teachers and parents must not communicate via the teacher's personal cell phone, home phone, or personal email. All communication regarding the student or school questions must be done via school email or the school phone number 717-792-0889.

COMMUNICATION FOLDER

St. Rose of Lima Elementary School uses a white folder that will be sent home with the oldest student in your family. This communication folder will be sent home on a weekly basis.

COUNSELING

At St. Rose of Lima Elementary School, a guidance counselor, provides developmental classes to assist students in problem-solving skills, social and relational skills, and building healthy self-concepts. Individual students who are experiencing personal difficulties in any of these areas can also be scheduled for private sessions during the school day.

DAILY SCHEDULE

PK3

7:35 -8:00 AM	Arrival/Free Play
8:20 AM	Snack/Bathroom/Book/Time
8:40 AM	Morning Meeting/Calendar
9:05 AM	Recess
9:35 AM	Religion
10:00 AM	ELA/Math/Bathroom/Wash Hands/Say Prayers
11:10 AM	Lunch/Recess
12:00 PM	Story Time
12:15 PM	Rest Time
2:00 PM	Afternoon Snack/Free Play
2:30 PM	Clean Up/Pack Up

PK4

7:35 - 8:00 AM	Arrival
8:00 AM	Prayers
8:15 AM	Morning Meeting/Calendar/Weather
8:35 AM	Letter of the Day/Math/Bathroom/Wash Hands
9:00 AM	Snack/Morning Recess
9:30 AM	Religion
10:00 AM	Centers
10:25 AM	ELA
11:00 AM	Story Time
11:10 AM	Lunch/Bathroom/Recess
12:00 PM	Science
12:30 PM	Rest Time
2:00 PM	Afternoon Snack/Play
2:30 PM	Clean Up/Pack Up

Each classroom teacher will establish and maintain a daily schedule, which is carefully framed according to the age group and the development of the children. Your child's teacher can provide you with a daily schedule. Please note there are times when schedules are altered to allow for the most effective teaching to take place. Flexibility is necessary when working with young children, to allow for their natural abilities, development, interests, and needs to be cultivated and met.

DISCIPLINE

St. Rose of Lima Elementary School places a great emphasis on encouraging appropriate behavior of children to help them develop self-control, self-confidence, and self-discipline. Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, St. Rose of Lima Elementary School uses a positive approach to discipline and practices the following discipline and behavior management techniques, or Positive Behavioral Interventions and Support:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.
- Positive redirection
- Verbal warning for specific unacceptable behavior.

The following classroom rules are reviewed often with children. Classroom rules children are expected to follow are:

- Be safe by keeping your hands, feet, and objects to yourself

- Be respectful and kind to others
- Be responsible for yourself and your play area
- Be a good listener especially to your teacher

Children involved in our program are expected to follow the rules and direction of the preschool staff. **Severe or repetitive disruptive behavior will be addressed by the Principal. Conferences will be scheduled with parents to discuss particular disciplinary problems. If a child's behavior consistently endangers the safety of the children around him/her or causes a continuous disruption to the learning environment, then the Principal has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate enrollment for that particular child.**

DRESS CODE

Specifics for Preschool students:

Please be aware that clothing may get messy at school due to our hands-on, discovery learning and the age of our students.

Students should wear comfortable clothes that can be worn for messy activities. Please dress your student in clothes that they can easily handle themselves when going to the bathroom. Dress your student appropriately for the weather. Long sleeves and long pants or sweat suits are appropriate when it is chilly and short sleeves and short pants or skirts when it is warm.

All students MUST wear comfortable, well-fitting, age-appropriate shoes to school.

- **Sneakers (tennis shoes) and socks are most appropriate as feet are well protected and provide proper support and tread for indoor/outdoor activities.**
- No sandals, open-toed, or open-heeled shoes
- No heavy, hard sole or pointed toe shoes/boots are allowed as they may cause injury to others
- No dangling or low hanging earrings
- No necklaces or chains around the neck which pose a choking hazard
- **Hair must be a naturally occurring color.**
- **No symbols or designs may be shaved into the hair.**

Please send one extra set of clothes for the student to keep in his or her cubby. This should include shorts, pants, or skirt, top or T-shirt, underwear, and socks. We will change the student into the extra clothes if he or she requires it for any reason. Soiled

clothes will be sent home in a plastic bag for you to wash. Please return another spare set for the cubby on the following school day. Please label all extra clothes, sweaters, and jackets with the student's first and last name with a permanent marker.

Images/wording on clothing and accessories may not contradict the mission of St. Rose of Lima Elementary School.

DRINKS

- Parents are asked to send in drinks for their children for lunch.
- No soda is permitted for children during snack, lunch.
- Children are encouraged to bring SPILL-PROOF water bottles (containing plain water ONLY please) to school to be used at the teacher's discretion during class time - please label the water bottle with your child's name.

EMERGENCY INFORMATION

All families are required to provide the following information to the school on the **first full day of school**:

1. Parent(s) or guardian(s) names(s);
2. Complete and up-to-date address;
3. Home phone and parent(s) work phone;
4. Emergency phone number of friend or relative;
5. Medical alert information; and
6. Email address.

Your student(s) may not attend class if the required emergency information is not on hand for the first full day of school. It is important that we have communication between home and school.

FACULTY

St. Rose of Lima Elementary School faculty members are fully degreed and certified teachers. Many of the teachers have earned, or are pursuing, Master's Degrees, and all participate in workshops for professional development. Faculty members are generous with their time in responding to the individual needs of the students, in developing extended curriculum opportunities, and in moderating student activities.

FAMILY DYNAMICS/CUSTODY ARRANGEMENTS

For children who come from families dealing with separation, divorce, or other circumstances:

Any custody agreements that have been established by the courts must be given, in writing, to the school office to ensure the safety and well-being of each student.

Information about a student will not be released to anyone who is not recorded, or presented to the office in writing by a parent/guardian as being allowed to receive the information.

FINANCES

Please contact St. Rose of Lima Elementary School for questions about financial issues, 717-792-0889. Family Simple Tuition Solutions tuition accounts are set up and maintained via the St. Rose of Lima Business office. We understand difficult situations sometimes arise, and ask that you please contact the Business Office if you are struggling financially, so they can be aware of your situation.

Delinquent accounts may result in the withholding of progress reports/observation reports, and possible dismissal from the school if issues are not resolved in a timely manner. All families are expected to keep their accounts paid up to date with the business office. In the event that your account becomes delinquent, it is important that you communicate with the business office as soon as possible to make arrangements to bring your account up to date.

If a family falls two (2) months behind in tuition payments, the children from the family may be denied admission on the first school day of the third month. The Administration may choose to allow the children to continue to attend school if the family keeps in contact with the school, makes regular good-faith payments, and demonstrates in the near future potential to become current with their tuition account. If a family's account is in arrears at the end of a marking period, the school has the option of holding report cards and other student records.

Please note that both parents are held responsible for the tuition. In the event that an account becomes more than 30 days past due, the parent that is not responsible for the monthly tuition payment will be notified of the delinquency in order to ensure both parties are aware of the payment requirement and the potential for denied admission to the school. The other parent will be asked to contribute to the tuition to bring the account up to date for their child/ren. Should you have any questions about this policy, please contact the business office in order to discuss.

WITHDRAWALS

When a student withdraws during a fiscal school year (July 1 – June 30) a 30-day written notice must be given to the school office. The family will be charged for all days attended, any school days included in the 30-day notice period (whether attended or not). Academic records will not be released until all financial obligations to the school are met. In the event a family withdraws with an unpaid tuition balance and no payment plan in place, at 90 days the account will be submitted to a collection agency whose fee will be added to the outstanding tuition balance.

VIRTUAL/REMOTE LEARNING

Should St. Rose of Lima Elementary School move to a virtual learning platform, tuition is still due as previously agreed and is not reduced unless determined by the administration at the time of the event. The above tuition requirements for the family remains the same. Please contact the office if your family is experiencing financial hardship to discuss alternate payment options.

FIRE/EMERGENCY DRILLS

Fire drills are held once a month. All children will exit the appropriate doors. Other emergency drills are also practiced throughout the year. In the event of an actual emergency that requires us to leave the building, parents will be notified through the Student Management System, if necessary, as to the location for pick-up of their child/children.

FIRST AID

St. Rose of Lima Elementary School staff will perform first aid procedures and will treat minor injuries, bumps or scrapes. Minor injuries are cleaned with soap and water, or treated with an ice pack (as needed) and lots of loving care. In the event of a serious injury or potential serious injury, the parent/guardian will be contacted immediately. All incidents are documented and record is kept at the school.

Due to the very young age of our preschool students, we do not give pain relievers/fever reducers, use antibacterial ointments, or administer other over-the-counter medications.

St. Rose of Lima School Elementary School errs on the side of caution when choosing to contact a parent/guardian about an injury. We are not medical professionals and we will reach out to you if we have a concern about your child's health/well-being.

In the event of a medical emergency requiring help beyond what we can provide, 9-1-1 will be called. The child will be transported to the emergency facility as determined by

the county emergency response team. Parent(s)/guardian (s) will be notified immediately.

HALF-DAY DISMISSAL

Please preview the school calendar for **half-day dismissals**. Half-day dismissal is always scheduled for **11:30 AM** unless otherwise directed.

HOLIDAY CELEBRATIONS

Students will have the opportunity to participate in different holiday parties throughout the school year. At St. Rose of Lima Elementary School, we strive to keep the focus of holidays on Christ, emphasizing the birth of Jesus at Christmas, His death and resurrection at Easter, and His love on Valentine's Day.

HSA (HOME AND SCHOOL ASSOCIATION)

The St. Rose of Lima Elementary School Home and School Association (HSA) is involved in many aspects of school life. The HSA supports parents in their parenting role, welcomes new families, and works to create a family spirit in the school community. The HSA sponsors and supports a variety of programs during the year including academic, social, religious, and entertainment events. All parents are members of the Home and School Association (HSA) and are welcome to attend monthly meetings. Each year the HSA organizes several fundraisers. With the help of all families, these projects can be very successful and keep tuition rates down.

ILLNESS

Your child **may not** attend school if he or she is experiencing any of the following:

- A temperature of 100 degrees or more. In order to return to school, a child **MUST** be fever free for 24 hours **without** the use of medication.
- Thick green nasal mucous discharge, persistent cough, sore throat, or earache that hinders his/her ability to function within the classroom setting. This policy is due to the fact that very young children often struggle to manage their bodily fluids, which can greatly increase the spread of germs.
- A rash that is not explained by a doctor as non-communicable (doctor's note may be required).
- Any contagious illness aside from a minor common cold.
- Experienced more than one episode of diarrhea/irregular bowel activity in a 24-hour period.
- Is uncharacteristically lethargic or irritable/upset due to possible illness.
- Vomited once or more within the past 24 hours. If vomiting once is thought to have been caused by the gag reflex, and not illness, the administration will have the final decision on attendance.

- Pink/red itchy eyes with sticky/yellowish discharge (unless a doctor has communicated to the school that it is not contagious).
- Lice – due to the age of our students and the preschool environment, we ask that a child have appropriate treatment and be free of live lice and nits (eggs) to return to school. *If a child has recurring episodes of lice, we will require that the family seeks and provides proof of intervention from a medical professional, to help ensure the lice is not repeatedly introduced into the school environment.*

The following illnesses require a doctor's note for children to be allowed to return to school:

- Chicken Pox
- Fifth's Disease
- Hand-Foot-Mouth Disease
- Measles
- Rubella (German Measles)
- Pertussis (Whooping Cough)
- MRSA

If your child is taking an antibiotic or other medication at home, parents must inform their child's teacher and our office (this can be done via email). This information will help us provide the best care for your child throughout the day.

If your child has a splint/cast or has other medical restrictions, parents must inform their child's teacher and the office. This information will help us to provide the best care for your child throughout the day. We will work with you to provide accommodations to the best of our ability (i.e. recess/play/other restrictions). We will handle all accommodations on an individual basis, with final decisions at the discretion of the administration.

We ask parents to help us by responding as promptly as possible when you are called if your child is ill or injured. While we will always provide loving care to a child in need, we are not set up to provide for long-term medical care and appreciate you coming as quickly as possible to pick up your child. Any student who becomes ill or is injured must be picked up within one hour after the parent has been notified.

COVID-19

In the event that a student is exposed to someone who is showing symptoms and/or being tested for COVID-19, the family should contact their primary care physician (PCP) for guidance.

In the event that an individual tests positive for COVID-19, St. Rose of Lima Elementary School will follow the current CDC guidance, along with the Diocese, for a student to return to school.

IMMUNIZATIONS

State Law requires that every student who is admitted to school must have evidence of successful vaccination for diphtheria, tetanus, and polio. Also required is measles, mumps, rubella, HIB, and Hepatitis B vaccination. **All students must present proof that they have received all vaccinations required by state law or provide the health immunization waiver form.**

Your student(s) may be kept out of the classroom if the required immunizations are not on hand for the first day of school.

LUNCH

All preschool students must pack a lunch and drink (no soda, please) or order a lunch from school. Parents are asked to send in drinks for their children for lunch.

A lunch schedule will be sent home with students and is posted on the school website. Students who wish to buy lunch will make their selection each morning. Payment will be made only through Lunchtime, a program found on our school website.

Students are not able to use the microwave; therefore, if parents send in a lunch that requires warming, we request that parents warm the meal at home and place it in a sealed thermos that will keep the proper temperature.

If a student forgets his or her lunch, parents will be contacted to bring lunch to the school office in the morning.

MEDICATION

St. Rose of Lima Elementary School requires that all non-emergency medication be administered by the parent/guardian for the safety of the students.

Emergency medication (i.e. - Epi-pens and inhalers) may be administered by school faculty/staff with proper doctor's documentation, a parent permission slip, and a plan of action provided in advance. The student's doctor must provide information about signs and symptoms that the school should observe if your child is having an allergic reaction that needs medical attention.

Emergency medication **must** be in an original container with a prescription/pharmacy label clearly attached with the child's name and other pertinent information provided by

the pharmacy/doctor. Parents are responsible to ensure their children's emergency medication is current (not expired) for the school year. We will also let you know if we notice an expired medication. Students are not permitted to carry prescription or non-prescription medication in school (including cough drops). Any emergency medication that is needed during school hours must be prescribed by a doctor, and **delivered directly to the office** by the child's parent/guardian. Faculty/staff will carry any rescue medication that a doctor's note says is to follow the child throughout the school day (i.e. - Epi-pen or inhaler).

Emergency medication will only be given as prescribed. Any medication left at the school at the end of the school year is discarded two weeks after the school year ends. Parents are contacted before disposal. All emergency medication **must** have a written doctor's order to be administered. This policy is mandated by the PA Department of Health.

NAPS

Children are given a quiet, comfortable place in the classroom to rest on their cots. Cots are provided by St. Rose of Lima Elementary School. Children who do not sleep will be asked to lay quietly for an age-appropriate amount of time to allow their bodies to rejuvenate.

If desired, children can bring in a small rest item (i.e. - stuffed animal) and a small rest-time blanket. Rest items will be sent home for cleaning every Friday. Nap/rest time will begin each day following lunch recess. Exact time will be determined by the teacher. Rest time for each class will be dependent on the needs of the children in the class.

NEWSLETTERS

Each teacher will establish a plan for providing a weekly newsletter. This newsletter will provide you with important information about what is happening in your child's class.

If at any time you feel you are not receiving adequate information about what is happening in your child's class, or if you have questions/concerns about the newsletter, please email or call your child's teacher directly.

PROGRESS REPORTS

At St. Rose of Lima Elementary School, teachers assess student learning through various methods such as informal observations, tests, interviews, journals, experiments, performances, projects and tasks, portfolios, anecdotal records, activities, and formal assessments. The informal and formal assessments are tools used in the process for evaluating students based on the standards.

Progress Reports are based on the following areas of competency:

- social development
- physical development
- personal development
- development in art
- numbers development
- language development- verbal, cognitive, and written

OUTDOOR PLAY

St. Rose of Lima Elementary School feels strongly about providing our students with appropriate time to play outside, and will take the children outside when the weather permits. We ask parents to send weather-appropriate coats/jackets, hats, gloves, etc. for your child. Children go outside in the cold months, as the fresh air and exercise is important for them. Children do need to bring snow pants/snow boots on winter days, since we do not go out in the snow at school. We highly recommend dressing your child in layers during the cold months.

If your child repeatedly comes to school without appropriate outerwear, your child's teacher may contact you by email or phone to discuss the situation. St. Rose of Lima Elementary School desires each child to be able to have outdoor playtime each day weather permits. If the temperature is 32 degrees or below (including wind chill) we will not take the children outside. If your child fights you to wear his/her coat in the mornings, please just send it in with him/her. We will ensure the child wears it as needed for outside playtime.

Our faculty and staff are not permitted to apply sunscreen to our students. You are welcome to apply sunscreen before sending your child to school in the morning.

PHOTOGRAPHS

At St. Rose of Lima Elementary School, photographs and videos may be taken of our students for use in presentations and other appropriate promotions, advertising, and educational type activities. You are asked to grant or refuse permission for your child's image to be used in marketing/advertising materials for the school.

Professional portraits will be taken of each student in the fall, by a photographer who contracts to work with our school. More information about this will come home at the appropriate time. Families are never required to purchase school photos; however, the option will be presented to each family in the fall and in the spring.

PLAYGROUND

Children will have daily outside play time (weather permitting). Safe footwear is important for playground time. Shoes that are the safest for running and climbing are best (**no Crocs, flip-flops, shoes with heels, etc**). We also recommend that girls wear shorts under dresses and skirts for modesty when climbing and playing.

REGISTRATION

This annual per-student fee helps to defray administrative costs of record cards, the yearly calendar, testing materials, and other similar needs.

ROOM PARENTS

At St. Rose of Lima Elementary School, we recognize that room parents are a true blessing to our teachers and students. At the beginning of the school year, parents will have the opportunity to let the classroom teacher know about their interest in being a room parent. If you are interested in becoming a room parent, please see your child's teacher. You will be notified if you are selected as room parent.

Room Parent responsibilities include:

- Supporting/encouraging the classroom teacher and aide throughout the school year
- Helping to celebrate the teacher's and teacher's aide's birthday
- Helping to organize class parties (you will work closely with the teacher for this)
- Contacting classroom parents for different events and classroom needs

Ultimately, a room parent is a parent who loves the Lord, enjoys working with people, is creative and organized, and wants to be involved with his/her child's class in a very special way. We provide our room parents with all the information needed to have a great year.

SCHOOL BOARD

The St. Rose of Lima Elementary School Board is a consultative body that engages and assists in long-range planning to ensure the Catholicity, educational quality, and financial stability of the school. The board acts as a liaison to the parish, alumni, and broader community on behalf of the school.

The School Board meetings are open to everyone. Items for the agents should be submitted to the School Board President one week prior to the designated meeting day.

SECURITY

The St. Rose of Lima Elementary School is equipped with a security system including locked doors and security cameras. Doors leading into our lobby are kept locked. Visitors must ring the doorbell and wait to be buzzed into the lobby area, where they must then check in with the secretary.

All parents are asked to provide identification when picking up your child. Our goal is to keep each child safe, so anyone picking up a child is asked to provide a current/valid photo I.D. Thank you for your understanding and cooperation as we work together to keep our children safe.

SNACKS

Each class will have a morning and afternoon snack time. **Please do not send candy, chips, or other high-sugar content foods as a snack.** Snacks should be smaller than a meal, and provide energy and nutrition for your child.

Children may use a spill-proof water bottle during the school day. Please label this water bottle with your child's name.

Students are not able to use the microwave; therefore, if parents send in a snack that requires warming, we request that parents warm the snack at home and place it in a sealed thermos that will keep the proper temperature.

SOCIAL MEDIA/TECHNOLOGY

St. Rose of Lima Elementary School believes strongly in the educational value of technology and recognizes its potential in support of our curriculum and student learning. St. Rose of Lima Elementary School insists on a civil and respectful dialogue on our social media platforms and reserves the right to remove any comment that violates our comment policy.

St. Rose of Lima Elementary School enjoys having families join us for events throughout the school year. We ask that you maintain respect for the rights and privacy of others when taking pictures or videos and posting them to your social media accounts. St. Rose of Lima Elementary School welcomes you to send pictures and videos from our events to the school to be placed on our social media accounts. Photographs and videos may be sent directly to the Director of Technology, Mr. Robert High at rhigh@stroseschoolpa.org. Thank you for your cooperation in this matter in helping to protect the privacy of our students.

STEWARDSHIP

Stewardship is the careful and responsible management of something entrusted to one's care. In keeping with this theological belief, St Rose of Lima Elementary School is responsible for our students and their education. We encourage you to share your gifts with our school. You may have an expertise in marketing, accounting, or gardening. You may have an idea for a service activity or an idea to help build and offer family oriented events. Please get involved and communicate your ideas and expertise with us.

SUPPLIES FOR CHILDREN

Supply lists will be sent out prior to the start of each new school year. Throughout the year, your child's teacher may ask for additional items as your child's initial supply runs out. Thank you for your help in providing these items for your child.

TOYS

St. Rose of Lima Elementary School respectfully requests that students leave personal toys at home, aside from bringing items for Show-and-Tell days or other special requests from the teacher. This policy helps alleviate problems with children feeling possessive of personal toys, as well as preventing personal items from becoming accidentally broken or lost at school. If your child has a special toy that they would like to bring in they may as long as they are willing to share with the other students.

TUITION

At St. Rose of Lima Elementary School tuition costs are projected using the estimated cost-per pupil for the following year. Families are informed of the tuition costs prior to re-registration for each new school year. Parents are given a choice of a monthly payment plan or paying in full. Tuition for families with more than one student is calculated on a sliding scale. **Failure to meet financial commitments on a timely basis may result in the suspension or termination of educational services to the student.** No re-registration will be accepted unless tuition is paid in full.

The St. Rose of Lima Elementary School works with Simple Tuition Solutions (STS) for collection of tuition. This program assists the school in the collection and management of tuition funds. Guidelines, registration and information about the program are given to each family. Families may call the school office with questions concerning the program. Families who are experiencing financial difficulty should contact the principal to make arrangements enabling students to remain at the school as well as any assistance your family may need.

Returned Check Policy

1. A fee of \$35.00 will be assessed in the event of a returned check. In the event of a second returned check in the current school year, all future payments for the account must be made by cash, cashier's check, or money order.

2. In the event of a returned check, the payment received date will be considered to be the date that the check finally clears or another method of payment has been made. The returned check does not serve to relieve the account of overdue or delinquent status.
3. Academic records will not be transferred until the outstanding balance payment has been cleared or arrangements have been made.
4. No student, nor sibling of a student, shall be allowed to register for the next school year if an account is delinquent as of the registration date.
5. No student shall be permitted to begin an academic year with an outstanding balance.
6. A School Board Financial Team shall be appointed by the Pastor and Principal for the purpose of administering the Tuition Payment Policy.
7. Failure to return any acknowledgment of receipt of this policy does not remove the responsible party from the terms set forth above.

VACATIONS

At St. Rose of Lima Elementary School, we deeply value family time. If you desire to take a family vacation during the school year, please fill out the Application for Excused Absence available from the Main Office or on the school website. **This Application for Excused Absence must be turned in to the administration and the teachers two weeks prior to a scheduled educational trip.**

VOLUNTEERS

St. Rose of Lima Elementary School considers its volunteers to be invaluable. Through the generosity of volunteers, the school can offer more attention, individualization and programs to all students. Involved and supportive parents are the backbone of any school's success.

To ensure the safety of our students, all volunteers must comply with the Diocesan Youth Protection Program. Full details of the program can be found at www.hbgdiocese.org. These details can also be found on the church website at www.saintroseoflimayork.org or contact the school office.

All clearances need to be turned into the school office and must be within the current year to accompany the volunteer badge application. Computers are available at the school for those without internet access and want to pursue seeking their clearances.

Our students are precious. As Catholics we value life and our student's safety. We require all volunteers, including field trip chaperones, to be in compliance with Diocesan Policy. Please see the section above labeled "Clearances" for more details.

YEARBOOK

A yearbook is available to each student with picture highlights of the year and each grade. Orders are taken in the fall for spring delivery. Purchase is optional.

RIGHT TO AMEND HANDBOOK

The Principal retains the right to amend the handbook with the Pastor's approval in consultation with the St Rose of Lima Elementary School Board. Parents and students will be given information when changes are made.

CATHOLIC SCHOOLS OF THE HARRISBURG DIOCESE POLICY ON POSTING INFORMATION ON THE INTERNET

The internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff, and our students on the internet. No person is permitted to use images of the school, the school logo or seal, school staff, or students in any form on the internet or in any form of electronic **communication without specific written permission** from the chatroom, email, or other images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, which could be construed as threatening or impugning in the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Harrisburg.



**St. Rose of Lima
Elementary School**

**2023-2024
Acknowledgment of Handbook Form**

By signing below, you acknowledge receipt of a copy of the 2023-2024 Preschool Handbook for your family. You agree that your family will read and discuss this handbook. Failure to read this handbook will not relieve your responsibility to know the contents, to understand and abide by the policies and procedures, or to act appropriately while in school and in attendance at school-related functions, etc.

Questions on the contents of this handbook should be asked of school administration within one week of the start of the school year or within one week of the family's enrollment at St. Rose of Lima Elementary School.

Date Handbook Received: _____

Child's Name(s): _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Please sign and return this form by Friday, September 8, 2023